

APPENDIX C — DEPARTMENTAL PLANS

1



GOVERNOR OF MISSOURI

JEREMIAH W. JAY NIXON
GOVERNOR

JEFFERSON CITY
65102

P.O. Box 720
(573) 751-0222

December 31, 2015

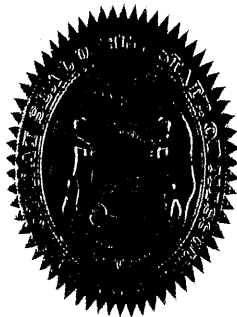
The Honorable Jason Kander
Secretary of State
Capitol Building, Room 208
Jefferson City, Missouri 65101

Dear Secretary Kander:

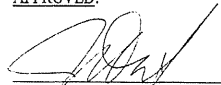
The attached revised departmental plan for the Department of Agriculture, dated November 13, 2015, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]

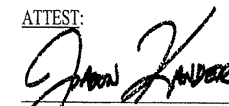


APPROVED:


GOVERNOR

12/31/15
DATE

ATTEST:


SECRETARY OF STATE

www.governor.mo.gov

APPENDIX C — DEPARTMENTAL PLANS



State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
Phone: (573) 751-1851
FAX: (573) 751-1212

Jeremiah W. (Jay) Nixon
Governor

Doug Nelson
Commissioner

November 23, 2015

The Honorable Jeremiah W. (Jay) Nixon
Governor of Missouri
State Capitol, Room 216
Jefferson City, Missouri 65101

Dear Governor Nixon:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached updated department plan for the Office of Administration. Changes to the plan update OA's structure to reflect:

- The transfer of surplus property and recycling functions from the Division of Purchasing to the Division of General Services, which required the Division of Purchasing's name to be updated;
- Updates to the assigned programs in my office;
- Minor updates to the descriptions of the department's divisions and assigned entities; and
- The Fiscal Year 2015 pay plan adjustments to the department's salary schedule.

Please find the attached department plan, organizational chart, and executive salary schedule submitted for your approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Nelson".

Douglas E. Nelson
Commissioner of Administration

Enclosures

Office of Administration

The Office of Administration is the state's service and administrative control agency. Created by the general assembly on January 15, 1973, it combines and coordinates the central management functions of state government. Its responsibilities were clarified and amended by the Omnibus State Reorganization Act of 1974.

The chief administrative officer is the Commissioner of Administration, who is appointed by the Governor with the advice and consent of the Senate. The Commissioner appoints the Deputy Commissioner / Chief Counsel, Assistant Commissioner and the directors of the divisions who report directly to him. The divisions are Accounting; Budget and Planning; Facilities Management, Design and Construction; General Services; Information Technology Services; and Purchasing. The Director of the Division of Personnel is appointed by the Governor and reports to the Commissioner of Administration.

The Office of Equal Opportunity, governed by Executive Order 10-24, assists and monitors state agencies in promoting and ensuring equal opportunity within state government through employment, provision of services, and operation of facilities.

The Alternatives to Abortion Program was established in 2007 through Section 188.325, RSMo. The program is designed to assist low-income pregnant women in carrying their unborn child to term instead of having an abortion, and to assist them in caring for their child or placing their child for adoption. The program provides services and counseling during pregnancy and for one year following birth. The program is currently administered through the Commissioner's Office, which manages eight contracts with community-based, non-profit organizations to provide these services to eligible women and their children.

Division of Accounting

The Division of Accounting (DoA) provides central accounting and central payroll system services for state government, producing checks and electronic payments for state vendors and state employees. The DoA publishes annual statewide financial reports, administers bond sales for the Board of Fund Commissioners, Board of Public Buildings, and Board of Unemployment Fund Financing, and administers the social security coverage for all employees of the state and its political subdivisions.

Division of Budget and Planning

The Division of Budget and Planning (DBP) analyzes state government programs and provides recommendations and information to the Commissioner of Administration, Governor, general assembly, and state agencies regarding fiscal and other policies. The DBP prepares the budget instructions, reviews agency budget requests, prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues, and conducts technical policy and program analyses. To assist in state government management, the DBP controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, reviews legislation, tracks agency performance measures, analyzes and develops policy options, and reviews federal issues and their impact on Missouri. The DBP prepares population estimates and projections, required by state and local agencies, and serves as Missouri's liaison to the United States Bureau of the Census.

Division of Facilities Management, Design and Construction

The mission is to provide a superior workplace environment for state occupants and their visitors and protect the State's investments in property assets. The goal of FMDC is to provide agencies with the information and resources that will support their development of high-performance workplaces - workplaces that will meet agencies' business needs and can be readily adapted to changing work place practices and strategies.

Division of General Services

The Division of General Services provides essential support services to state departments and to the Office of Administration. State Printing provides comprehensive reproduction services including design, printing, finishing, and quick copy services. Central Mail Services advises agencies on efficient mailing practices and provides comprehensive mailing services to most state agencies operating within the Jefferson City area. Risk Management administers the Legal Expense Fund and the workers' compensation program for state employees, purchases insurance as required, and advises state agencies on risk management issues. Vehicle Maintenance operates a centralized maintenance facility to provide mechanical repairs and body shop services for state vehicles based in the Mid-Missouri area. Fleet Management establishes statewide policies governing state vehicle operations and management; coordinates a centralized fleet information system; operates a consolidated car pool serving agencies in the Jefferson City area; and serves as a resource for fleet management issues. Surplus Property is responsible for the transfer and disposal of state surplus property and for the distribution of excess federal property to eligible entities. State Recycling coordinates and serves as a resource for recycling efforts. General Services also provides administrative support and staffing to operate the Missouri Public Entity Risk Management Fund (MOPERM) program and coordinates the Missouri State Employees Charitable Campaign.

Information Technology Services Division

ITSD's mission is to provide the IT services and systems that allow state agencies to fulfill their missions while maximizing the total value of the State's IT infrastructure, workforce and contracts for the benefit of all. ITSD provides network, data center, telecommunication services, helpdesk, application development and other services for most of Missouri State Government. Led by the Chief Information Officer (CIO), the division sets a foundation for a unified IT office that delivers superior quality at reduced cost.

Division of Personnel

The Division of Personnel (DoP) is responsible for administering the State's Merit System, overseeing the Uniform Classification and Pay System, and developing and administering a management training program, as established in the State Personnel Law (Chapter 36, RSMo). Division staff provide consultation on a variety of human resources topics. The Missouri Merit System is based on the principles of merit and fitness as determined by competitive evaluation criteria for employment. The Uniform Classification and Pay (UCP) system is designed to promote equity in position classification among state employees in most executive branch agencies and to provide coordinated compensation policies.

Division of Purchasing

The Division of Purchasing (Purchasing) is responsible for the procurement of all state-required supplies, materials, equipment, and professional or general services, except for those agencies exempted by law. Purchasing executes procurement functions in accordance with applicable statutes by maximizing competition in the procurement process, conducting evaluations and negotiations as appropriate, and awarding contracts to the "lowest and best" bidders.

Boards and Commissions housed in the Office of Administration

There are 16 boards and commissions which are assigned to or housed within the Office of Administration.

Administrative Hearing Commission

The Administrative Hearing Commission (AHC) is an executive branch court that decides disputes, usually between a state agency and a business or individual, after a trial-type hearing. Its decisions are subject to review by judicial branch courts, if a party wishes to appeal. The AHC's jurisdiction is broad and frequently expanding with the passage of new legislation. Matters under its jurisdiction include state tax disputes; Medicaid provider payment disputes; due process complaints filed under the federal Individuals with Disabilities Education Act (IDEA); appeal of personnel matters under the state's merit system; discipline of professional licenses, as well as appeals of denials of those licenses; motor vehicle dealer licenses; decisions of certain commissions under the Department of Natural Resources; appeals of orders issued by the Ethics Commission; liquor control licenses; motor carrier and railroad safety matters; and surety agent licenses. The AHC is also statutorily charged with jurisdiction over certain franchisor-franchisee disputes, and serves as hearing officer pursuant to memoranda of understanding with the Missouri Commission on Human Rights and the Department of Agriculture. The AHC's jurisdiction was recently expanded to include appeals from DESE decisions, involving scholarship-granting organizations and special education students. The AHC consists of not more than five commissioners, appointed by the Governor and confirmed by the Senate, who serve six-year terms.

Board of Fund Commissioners

The Board of Fund Commissioners issues and redeems state general obligation bonds and performs other administrative activities related to state general obligation debt as assigned by law. The board is composed of the Governor, Lieutenant Governor, Attorney General, State Treasurer, and Commissioner of Administration. The Governor is president of the board, and the State Treasurer is secretary. The Director of the Division of Accounting serves as the Executive Secretary to assist the board in carrying out its responsibilities.

Board of Public Buildings

The Board of Public Buildings (BPB) has general supervision and charge of state facilities at the seat of government. The BPB also has the authority to issue revenue bonds for the construction of state office buildings and certain other facilities. The BPB is composed of the Governor, Lieutenant Governor, and Attorney General. The Governor serves as the chair, and the Lieutenant Governor is the secretary. The Speaker of the House of Representatives and the President Pro Tem of the Senate serve as ex officio members of the BPB but do not have the power to vote. The Office of Administration's Division of Facilities Management, Design and Construction and Division of Accounting assist the board in carrying out its responsibilities.

Board of Unemployment Fund Financing

The Board of Unemployment Fund Financing is authorized to issue debt or credit instruments to provide funds for the payment of unemployment benefits or maintaining an adequate fund balance in the unemployment fund, and as an alternative to borrowing or obtaining advances from the federal unemployment trust fund or for refinancing these loans or advances. The board is composed of the Governor, Lieutenant Governor, Attorney General, Director of the Department of Labor and Industrial Relations, and the Commissioner of Administration. The Governor serves as chair, the Lieutenant Governor serves as vice chair, and the Commissioner of Administration serves as secretary.

Children's Trust Fund

The Children's Trust Fund (CTF) is a non-profit organization that works to prevent child abuse and neglect through grant distribution, public education, awareness, and training. CTF was established by state statute in 1983 as a public-private partnership governed by a 21-member Board of Directors, including seventeen public members appointed by the Governor, twelve upon the advice and consent of the Senate. Unique in its origin and mission, CTF is the only state agency to receive non-general revenue funding for the specific purpose of child abuse and neglect prevention. Funding is obtained from dedicated fees on marriage licenses and vital records, voluntary contributions designated on Missouri state income tax returns, sales of the specialty CTF prevent child abuse license plate, general donations, interest income from the Fund, and other grants. CTF funded programs include building the protective factors known to strengthen families and prevent abuse, positive parenting education and family support, home visitation, mentoring, crisis nursery, fatherhood and grandparent support, sexual abuse prevention, prevention of Shaken Baby Syndrome, safe sleep environments for infants, infant nurturing, training, and community education.

Governor's Council on Disability

The Governor's Council on Disability (GCD) provides education and technical assistance to people with disabilities and the public about civil rights, employment, education, housing, and transportation; and ensures equal access and full participation for all individuals with disabilities in their communities at the local, state, and federal levels. GCD works to ensure that proposed legislation respect the rights of people with disabilities through legislative updates and the Legislation Education Project. The Council offers a summer leadership program for high school students with disabilities called the MO Youth Leadership Forum. Annually, the Inclusion Awards honors employers, or other entities or individuals, who have done an outstanding job promoting the inclusion of people with disabilities in the state. Additionally, the Youth Leadership Award honors a youth with disabilities who demonstrates outstanding leadership skills in their community. The Governor appoints 21 members-at-large, representing each Congressional district. The chair is appointed with the advice and consent of the Senate. An executive director and staff serve the council and the public.

Health and Educational Facilities Authority of the State of Missouri

The Missouri Health and Educational Facilities Authority provides access to the capital markets in an effort to lower the cost of health and educational services in Missouri by providing high quality, readily available, low cost financing alternatives for Missouri public and private, non-profit health and educational institutions. The authority consists of seven members appointed by the Governor with the advice and consent of the Senate.

Jackson County Sports Complex Authority

The authority is authorized under the laws of the State of Missouri to plan, construct, operate, and maintain a sports stadium fieldhouse, indoor and outdoor recreational facilities center, playing fields, parking facilities, and other concessions within Jackson County. The authority is empowered to issue bonds. The bipartisan authority consists of five commissioners who are qualified voters of the State of Missouri and residents of Jackson County. The Jackson County Commission submits a list of candidates to the Governor who appoints members from that list of candidates. The commissioners serve terms of five years.

Missouri Citizens' Commission on Compensation for Elected Officials

The Missouri Citizens' Commission on Compensation for Elected Officials was established to ensure that the power to control the rate of compensation of elected officials of this state is retained and exercised by taxpaying citizens of the state. Every two years, the commission reviews the relationship of compensation to the duties of all elected state officials. The commission's recommendation of a salary schedule shall become effective unless disapproved by the General Assembly. The 21-member commission members serve four-year terms. Twelve members are appointed by the Governor with advice and consent of the Senate, one member is selected at random by the Secretary of State from the registered voters of each congressional district, and one member is a retired judge appointed by the Supreme Court.

Missouri Ethics Commission

The Missouri Ethics Commission (MEC) is charged with the enforcement of conflict of interest and lobbying laws and campaign finance disclosure laws. The MEC also educates public officials, candidates for public office, registered lobbyists and the public about these laws. The MEC is composed of six members, with three democrats and three republicans serving at any given time. The members are appointed by the Governor with advice and consent of the Senate and each must be from a different congressional district; members serve four-year terms.

Missouri Minority Business Advocacy Commission

The Missouri Minority Business Advocacy Commission (MBAC) was established to identify and assess the needs of minority businesses throughout the state; initiate programs to assist minority businesses in obtaining state and federal procurement; make recommendations regarding state policies, programs, and procedures; and provide a focal point to assist and counsel minority small businesses in their dealing with federal, state, and local governments. The nine-member commission consists of three minority business persons appointed by the Governor, two state representatives, two state Senators, the director of the Department of Economic Development, and the Commissioner of Administration.

Missouri Public Entity Risk Management Fund (MOPERM)

The Missouri Public Entity Risk Management (MOPERM) operates a shared-risk program offering tort liability, property, and other coverages for participating political subdivisions of the state. Membership of the board consists of the Attorney General, the Commissioner of Administration, and four members appointed by the Governor with the advice and consent of the Senate, who are officers or employees of those public entities participating in the fund.

Missouri State Capitol Commission

The Missouri State Capitol Commission (MSCC) was established to assure the future preservation, improvement, expansion, renovation, restoration, and integrity of the capitol, and to preserve its historical significance. The commission evaluates the restoration and preservation of the capitol and the history of the capitol, ensures accessibility to the capitol, and approves capitol studies and improvement, expansion, renovation, and restoration projects. The MSCC consists of 11 members, including four members appointed by the Governor with advice and consent of the Senate, two state representatives, two state senators, one employee of the House of Representatives, one employee of the Senate, and the Commissioner of Administration.

Missouri State Penitentiary Redevelopment Commission

The Missouri State Penitentiary Redevelopment Commission (MSPRC) was established to redevelop the real property which encompassed the grounds of the Missouri State Penitentiary for over 150 years, so as to maintain its historic value for present and future generations of Missourians, and to provide new uses for the property which will benefit the citizens of the City of Jefferson, the County of Cole, and the State of Missouri as a whole. MSPRC is composed of ten members. Three commissioners are residents of Jefferson City and are appointed by the mayor, with the advice and consent of the governing body of that city; three commissioners are residents of Cole County but not of Jefferson City and are appointed by the county commission; and four commissioners, none of whom shall be residents of Cole County or of Jefferson City, are appointed by the Governor with the advice and consent of the Senate.

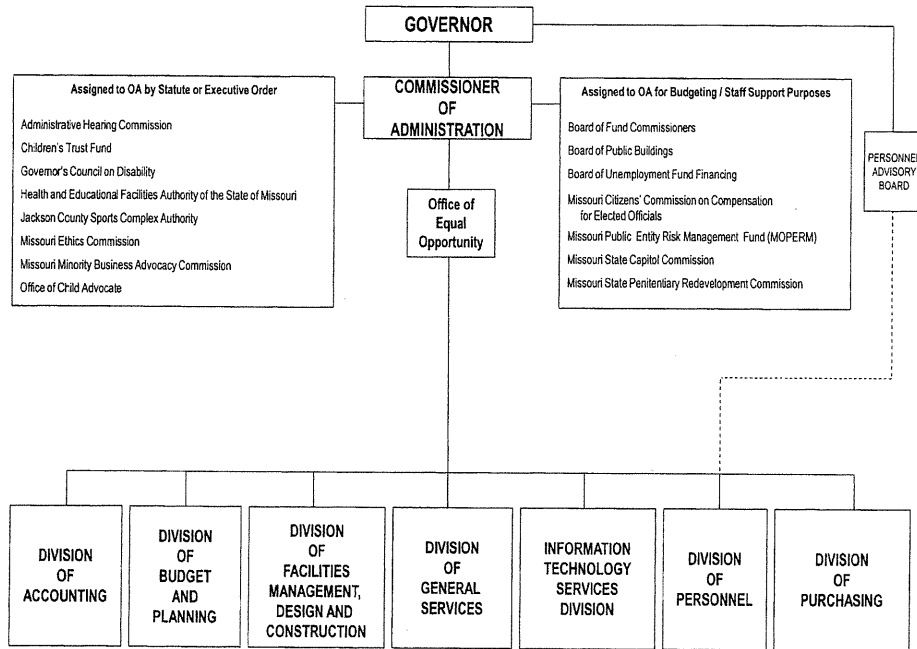
Office of Child Advocate

The Office of Child Advocate (OCA) provides families and citizens an avenue through which they can obtain an independent and impartial review of the decisions and/or actions made by the Department of Social Services, Children's Division. The main duties of the Office of Child Advocate are: (1) review foster care cases; (2) review unsubstantiated hotline investigations; (3) mediate between parents and schools regarding abuse allegations that occur in a school setting; (4) review child fatalities when there is a history of child abuse and neglect concerns or involvement with Children's Division; (5) intervene on behalf of a child during judicial proceedings; (6) review policy and procedures of Children's Division, the Juvenile Office and guardian ad litem within a county; and (7) provide information and referrals for families needing resources. The OCA is managed by the Child Advocate, who is appointed jointly by the Governor and the Chief Justice of the Missouri Supreme Court, with the advice and consent of the Senate, and reports to the Commissioner of Administration.

Personnel Advisory Board

The Personnel Advisory Board (PAB) has oversight responsibility for the Missouri merit system and the Uniform Classification and Pay system and has rule-making authority in various areas of human resources administration. Responsibilities also include making recommendations to the Governor and the general assembly regarding the state's pay plan. The PAB consists of seven members, six of whom are appointed by the Governor with the advice and consent of the Senate. Four members are appointed from the public at large, one is a member of executive management in state government, and one is a non-management state employee. The seventh member is the person designated as the state equal opportunity officer, now known as the Director of the Office of Equal Opportunity.

Office of Administration



11-3-15

OFFICE OF ADMINISTRATION
SALARY SCHEDULE

Level	Title	FY 2016 Salary Range	
		Minimum	Maximum
I	Commissioner of Administration	\$86,484	\$125,724
II	Deputy Commissioner of Administration	\$79,296	\$115,068
	Chief Information Officer*		\$111,605
III	Division Director, Accounting	\$72,768	\$105,408
II	Deputy Commissioner of Budget & Planning	\$79,296	\$115,068
III	Division Director, Facilities Management, Design & Construction	\$72,768	\$105,408
III	Division Director, General Services	\$72,768	\$105,408
III	Division Director, Personnel	\$72,768	\$105,408
III	Division Director, Purchasing & Materials Management	\$72,768	\$105,408
IV	Executive Director, MOPERM	\$68,160	\$96,504
V	Executive Director, Children's Trust Fund	\$55,416	\$77,556
V	Executive Director, Governor's Council on Disability	\$55,416	\$77,556
	Administrative Hearing Commissioners*		\$103,960

*These positions are not part of the Executive Pay Plan; amount listed is actual salary as of July 1, 2015.



GOVERNOR OF MISSOURI

JEREMIAH W. ALAY NIXON
GOVERNORJEFFERSON CITY
65102P.O. Box 720
5731 751-3822

December 31, 2015

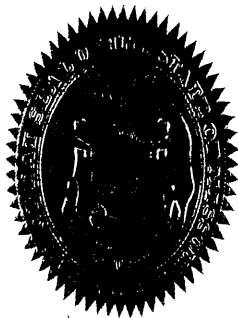
The Honorable Jason Kander
Secretary of State
Capitol Building, Room 208
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Agriculture, dated November 13, 2015, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]



APPROVED:

GOVERNOR12/31/15
DATE

ATTEST:

SECRETARY OF STATEwww.governor.mo.gov



JEREMIAH W. (JAY) NIXON
GOVERNOR

DEPARTMENT of AGRICULTURE
STATE OF MISSOURI
JEFFERSON CITY
*Serving, promoting and protecting the agricultural producers, processors
and consumers of Missouri's food, fuel and fiber products.*

RICHARD FORDYCE
DIRECTOR

November 13, 2015

Mr. Doug Nelson
Commissioner of Administration
State Capitol, Room 125
P.O. Box 809
Jefferson City, Missouri 65102

Dear Commissioner Nelson:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached plan for the Missouri Department of Agriculture. In short, the Department of Agriculture has updated pertinent information since its most recent submission including:

- 1) Updating the Animal Health Division to include Disease Control, Meat and Poultry Inspection, the Dr. Merrill Townley Large Animal Veterinary Student Loan, Food Safety and the Large Carnivore programs.
- 2) Updating the Grain Inspection Division to incorporate the Agricultural Mediation as a part of the Grain Regulatory Services Program and to include the Commodity Services Program as a service currently provided but specifically designated as a program.
- 3) Minor updating of the organizational chart.
- 4) Adjusting the department's salary schedule to reflect recent pay plan changes.

The Department of Agriculture did not introduce major changes to the department's organization structure.

Please find the attached department plan, organizational chart and executive salary schedule submitted for your approval.

Sincerely,

A handwritten signature in cursive script, appearing to read "R. Fordyce".

Richard Fordyce
Director

GEORGE WASHINGTON CARVER STATE OFFICE BUILDING
Ph. (573) 751-4211 • 1616 Missouri Boulevard • P.O. Box 630 • Jefferson City, MO 65102-0630 • FAX (573) 751-1784 • agriculture.mo.gov

MISSOURI DEPARTMENT OF AGRICULTURE

DEPARTMENTAL PLAN
NOVEMBER 2015

MISSION

The mission of the Missouri Department of Agriculture is to serve, promote and protect the agricultural producers, processors and consumers of Missouri's food, fuel and fiber products.

INTERNAL ORGANIZATION

The Missouri Department of Agriculture represents the diverse interests of the state's vast agricultural industry. The department has the dual responsibility of protecting the state's producers, processors, distributors and consumers of food, fuel and fiber, while marketing Missouri's food and agricultural products at home and abroad. The Department was originally established by Senate Bill 42, passed in 1933. Its current constitutional authority is Article IV, Section 35, and its statutory authority is RSMo. Chapter 261.

OFFICE OF DIRECTOR

The Missouri Department of Agriculture is managed by a Director who is appointed by the Governor and confirmed by the Senate. The Director determines department policy, oversees the department's five divisions and serves as a liaison to the Governor, state legislators, the agriculture community and the public.

The Director is a standing member of the State Milk Board, the Missouri State Fair Commission, the Missouri Soil and Water Districts Commission, the Missouri Development Finance Board, the Missouri Petroleum Storage Tank Insurance Fund and the Missouri Agricultural and Small Business Development Authority.

The Deputy Director is responsible for coordination of activities of the division directors and manages the day-to-day operations of the Department. The Deputy Director acts on behalf of the Director in his/her absence.

Housed within the Office of the Director are the department's administrative and support functions: fiscal, grants management, human resources, strategic initiatives and communications, budget, general counsel, legislative and policy and planning.

The Director's Office is also responsible for the surveillance of foreign ownership of Missouri's agricultural farmland (RSMo Chapter 442) and for administering the provisions of RSMo. Chapter 350, relating to corporate farm registration.

AGRICULTURE BUSINESS DEVELOPMENT DIVISION

The Agriculture Business Development Division creates opportunities for success for Missouri's farmers and agribusinesses. Division staff help facilitate growth in Missouri's agriculture-based businesses by providing business counseling, information and training on a sector-by-sector basis.

Areas of specialization include capitalization, business planning, marketing, industry development, product and brand development and organizational structures. The division also helps facilitate growth in Missouri's agriculture-based industries by working with key players such as universities, associations, private sector partners and federal and state agencies.

AgriMissouri

AgriMissouri is a branded program designed to grow the production of and demand for agricultural products grown and made in Missouri. The program works with farmers, agribusinesses and retail outlets statewide to increase consumer recognition of Missouri's agricultural products in the marketplace.

International and Business Development Programs

The International and Business Development Programs focuses on both domestic and international marketing. Department specialists work with specific industry representatives or groups to establish marketing opportunities and promote Missouri commodities here and abroad. Through providing one-on-one assistance to producers interested in marketing, production and processing their commodities in new ways, the marketing personnel enhance farm profitability in Missouri through innovations in technology and marketing and promotions of value-added agriculture. With an international office in Taiwan, international marketing specialists are able to work worldwide to promote and sell Missouri agriculture products.

The division's staff also works with Missouri youth, encouraging them to pursue agricultural degrees and careers through the Missouri AgriBusiness Academy, the Missouri Livestock Grading and Judging Contest, Building Our American Communities grants and working with state FFA and 4-H Chapters.

Farmers' Markets/Specialty Crops

Consumers demand high quality and fresh products at more than 270 farmers' markets as well as traditional retail outlets. To increase awareness for Missouri markets, this program works one-on-one with farmers' markets to ensure safe and abundant fresh products. Farmers marketing fresh products require knowledge of food safety, manufacturing, distribution and general market and business regulations. This program assists both markets and growers in efforts to increase the production, consumption and sales of specialty crops.

Market News

Market News provides an unbiased, reliable, accurate and timely source for livestock and grain market news to remain competitive and assist them in making wise and profitable marketing decisions. It also guides producers in production planning and

provides a more even playing field in the marketplace. Market News staff report prices from 25 livestock auctions and 28 grain markets in Missouri. Daily market figures are published online and through the Weekly Market Summary.

ANIMAL HEALTH DIVISION

The Division of Animal Health, under the direction of the state veterinarian, promotes and protects Missouri's diverse and dynamic livestock industry. The assistance and oversight provided by the division's programs ensure greater market access for Missouri's livestock and companion animal industries.

Animal agriculture accounts for about half of Missouri's annual agriculture cash receipts. The division administers laws and programs designed to control and eradicate livestock disease and to maintain and enhance the integrity of the state's animal industries.

The state's progress in national disease control and eradication is due to the cooperative efforts of livestock producers, markets, practicing veterinarians, other agencies and animal health staff. Through these cooperative efforts, Missouri has achieved bovine Tuberculosis and Brucellosis Free status, swine Pseudorabies stage V status and avian Pullorum-Typhoid Clean status. In addition, the Division operates two state-of-the-art diagnostic laboratories in Jefferson City and Springfield.

AgriSecurity

The Animal Health Division works to safeguard the livestock industry and the public against the threat of bioterrorist attacks. In addition, the division informs cattle producers of quality assurance targeting breeding and cow herd management, increases awareness and understanding of environmental issues affecting production agriculture, presents marketing and food safety programs to small poultry producers and inspects Missouri meat processors to supplement existing USDA inspections.

Animal Care Facilities

Missouri is one of very few states which regulate companion animals. The Animal Care Facilities Act Program (ACFA) became law on August 28, 1992 to ensure dogs and cats, specifically those under the care of breeders, dealers, animal shelters, rescue operations and municipal pounds, receive adequate health care, shelter and proper socialization. The ACFA law, designed to benefit both the animals and the pet industry, requires any animal shelter, pound or dog pound, boarding kennel, commercial kennel, contract kennel, pet shop, exhibition facility, dealer or commercial breeder to be licensed and inspected annually.

Branding Cattle

Branding is one of the oldest and best ways to permanently identify livestock. It serves as an excellent safeguard against livestock theft, loss or dispute. Legislation passed in 1971 made the Missouri Department of Agriculture responsible for registering livestock brands. Brands must be recorded as required by Missouri's Marks and Brands of Animals Law to prove ownership and be considered legal evidence in a court of law.

Disease Control

The health of Missouri's livestock is enviable among states. Our stringent animal health regulations and rigorous disease testing help keep Missouri free from costly and threatening livestock diseases. The Animal Health Division, under the direction of the state veterinarian, is responsible for controlling, eradicating and testing for livestock disease in Missouri. This is accomplished through testing, vaccinations and regulatory programs involving cattle, swine, horses, poultry, exotic animals, sheep, goats and small animals as provided under the Diseased Animal Law.

Dr. Merrill Townley Large Animal Veterinary Student Loan Program

The Dr. Merrill Townley Large Animal Veterinary Student Loan Program was established to assist students currently enrolled or students that have been accepted into the University of Missouri's College of Veterinary Medicine with their financial burden. Applicants are selected by an appointed advisory committee on an annual basis.

Food Safety

Ensuring the safety of Missouri's agricultural products, from grains to milk to fresh produce to meat, is a top priority. Each of the department's five divisions works to ensure that consumers continue to enjoy a safe, wholesome and affordable food supply, as a healthy food system begins on the farm and ends with healthy communities. The Animal Health Division focuses on the safety of our food, working to raise awareness and strengthen food safety efforts among producers, processors and consumers.

Large Carnivore Program

The Large Carnivore Program oversees the responsible ownership and care of large carnivores in Missouri. Through this program, the department regulates private ownership of species including tigers, lions, jaguars, leopards, snow leopards, clouded leopards and cheetahs and any hybrids of those, and ensures that owners meet state standards regarding housing, veterinary care, safety, identification and recordkeeping for those animals.

Livestock Markets and Dealers

Missouri has a livestock inventory of millions of cattle, hogs and pigs, sheep and equine. To help livestock producers obtain the maximum return on their investment, Missouri is fortunate to have a number of livestock market/sales throughout the state. To operate a livestock market/sale in the state, the operator must have a license issued by the Division of Animal Health. Missouri Livestock Dealer Registration is required for those who buy, sell or exchange livestock.

Missouri Meat and Poultry Inspection Program

The Missouri Meat and Poultry Inspection Program is dedicated to ensuring that the commercial supply of meat and poultry products within the state are safe, wholesome, accurately labeled and secure, as required by the State/Federal meat and poultry inspection laws. In cooperation with USDA-FSIS, the Missouri Meat and Poultry Inspection Program (MMPIP) offers equal inspection authority and service within the state of Missouri. As a result, any meat processed under MMPIP inspection and sold

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within the state of Missouri is offered the same privileges and exemptions as USDA inspected meat products.

GRAIN INSPECTION AND WAREHOUSING DIVISION

The Grain Inspection and Warehousing Division is comprised of programs that administer the Missouri Grain Warehouse Law, the Missouri Grain Dealer Law and the United States Grain Standards Act. These laws promote and protect commerce in the interest of grain producers, merchandisers, warehousemen, processors and consumers. They also promote a uniform official inspection system for the orderly marketing of grain. This division also administers the Commodity Services Program.

Commodity Services Program

The Commodity Services Program provides commodity councils with an organized procedure for collection and distribution of commodity checkoff funds for nine Missouri commodities (Beef, Corn, Soybeans, Rice, Sheep & Wool, Wine, Aquaculture, Peaches and Apples). The program is also responsible for conducting seven annual merchandising council elections and administers the Missouri Hay Directory, an online hay listing service.

Grain Inspection Services Program

The Grain Inspection Services Program is designated to officially inspect, grade and weigh all grains that have standards established under the United States Grain Standards. The program provides four primary services:

- (1) official sampling to take a representative sample of grain from a particular lot
- (2) official inspection to determine and certify the type, class, quality or condition of grain
- (3) weighing certification to supervise the loading, unloading and weighing of containers of grain
- (4) chemical analysis to determine the protein or oil content of grain and to determine the existence of mycotoxins in grain.

Services are provided at inspection offices in Marshall, New Madrid and St. Joseph.

Grain Regulatory Services Program

The Grain Regulatory Services Program protects the public interest by auditing grain warehouses and grain dealers to determine grain obligations and financial solvency. The program enforces Missouri's Grain Warehouse and Grain Dealer laws so producers are aware that they are storing or merchandising their grain with licensed, bonded, reputable and financially stable grain businesses. The program annually licenses approximately 200 warehouses and 400 grain dealers and conducts more than 900 audits and investigations. The Missouri agricultural mediation service assists agricultural producers, their creditors and other persons directly affected by the action of the U.S. Department of Agriculture (USDA), with resolving disputes, thereby reducing participants' costs associated with administrative appeals and expensive, lengthy litigations. Mediation services are available to all participants of USDA programs

including non-USDA situations that would have an adverse financial effect on the participant.

PLANT INDUSTRIES DIVISION

The Plant Industries Division is comprised of four Bureaus, which together administer state and federal laws. These laws facilitate agricultural production and marketing and provide consumer and environmental protection for Missouri citizens by regulating animal feeds and seeds, providing necessary certifications for interstate and international shipment of agricultural and forest products, ensuring plant pest protection for crops and forests, establishing grades and standards for fresh fruits and vegetables and regulating the use of pesticides.

Bureau of Feed, Seed & Treated Timber

The Bureau of Feed, Seed & Treated Timber administers the Missouri Commercial Feed Law, Missouri Seed Law and Missouri Treated Timber Law. The feed law regulates the manufacturing, distribution and labeling of commercial feed products to ensure that livestock producers and pet owners receive a guaranteed feed product. The Bureau, in partnership with the U.S. Food and Drug Administration, provides inspection reports and regulation involved with preventing Bovine Spongiform Encephalopathy (BSE), provides labeling assistance and investigates complaints related to animal feed.

The Bureau regulates seed products through inspecting, sampling, testing and labeling. Products are reviewed to ensure the product meets the labeled guarantees. The Bureau cooperates with the U.S. Department of Agriculture's (USDA) seed regulatory and testing branch in regulating the interstate movement of seed.

The Treated Timber Bureau is responsible for licensure of all treated timber producers conducting business within Missouri. The program is also responsible for the regulations governing the quality and distribution of treated wood products.

Bureau of Pesticide Control

The Bureau of Pesticide Control administers laws for registration, distribution and use of pesticides. All pesticides sold and used in Missouri are regulated by the Missouri Pesticide Registration Act. Bureau personnel inspect pesticides for proper labeling and registration and investigate misuse. The Missouri Pesticide Use Act allows the Bureau to certify commercial, noncommercial and private applicators and public operators. The act also provides for licensing pesticide dealers and pesticide technicians.

Bureau of Plant Pest Control

The Bureau of Plant Pest Control administers laws to control insects, plant pests and plant diseases. It also administers the Missouri Plant Law, which mandates controlling harmful insects, plant pests and plant diseases through surveys, quarantines, nursery and greenhouse inspections and certification. The law also enables interstate and international shipments of Missouri plants and plant products.

As a service to Missouri beekeepers, the Bureau works under the Missouri Apiculture Law to inspect and certify honey-bee colonies. These procedures are required for interstate shipment of honey-bees.

Bureau of Integrated Pest Management

The Integrated Pest Management (IPM) Bureau includes Noxious Weed, Fresh Fruit and Vegetable Inspection and the IPM in Missouri Schools programs.

IPM strategies anticipate pest problems and prevent them from reaching economically damaging levels. The goal of the IPM Program is to assist producers with reducing dependence on pesticides through pest identification and surveys, adoption of improved cultural management practices, strategic control methods and, when practical, the use of biological control agents. The Bureau provides oversight of grant funded programs including the IPM in Missouri Schools, Pesticide-Sensitive Crops Registry and U.S. Forest Service pest surveys.

The program administers the statutes involving the control and/or eradication of noxious weeds as well as the appointment of Johnson Grass Control Board members in their respective counties.

The Fresh Fruit and Vegetable Inspection Program ensures buyers and sellers of this highly perishable product that commodities are graded and packed to conform to established USDA standards. Shipping point inspections at the point of origin determine the quality and grade of Missouri grown produce. Terminal market inspections confirm quality and grade of produce received by Missouri wholesale purchasers for distribution to retail outlets. Both types of inspections are provided upon request and at the expense of growers, shippers, or wholesale purchasers. The program is a State/USDA Agricultural Marketing Service cooperative effort.

Laboratory Support

Laboratories are maintained for analytical support to the seed, treated timber and commercial feed programs as well as other programs in the division.

WEIGHTS, MEASURES & CONSUMER PROTECTION DIVISION

The Weights, Measures and Consumer Protection Division maintains surveillance of commercial weighing and measuring devices. The division promotes uniformity in laws, regulations and standards to achieve equity between buyers and sellers. Sales of products and services impacted by Weights and Measures laws represent over 50 percent of U.S. gross national product totaling over \$4.5 trillion.

The division's programs are operated in accordance with the National Institute of Standards and Technology. The division also is a member of the National Conference on Weights and Measures, ASTM International and the National Fire Protection Association.

Device and Commodity Inspection Program

As required by Missouri statutes, device and commodity field personnel inspect large and small scales, grain hopper scales, taxicab meters, odometers, timing devices, fabric measuring devices, milk for quantity determination, country of origin labeling price verification, prepackaged merchandise and method of sale of commodities. The program enforces the Missouri Egg Law and the Missouri Unfair Milk Sales Practices Law.

Petroleum/Propane/Anhydrous Ammonia Program

The program combines a variety of services. Under the program, petroleum dispensers, petroleum terminal meters and metered fuel delivery trucks are tested for accuracy. Service station pumps including compressed natural gas, liquid natural gas and electrical recharge meters, are also inspected for accuracy and safety. Storage and handling of anhydrous ammonia are monitored for safety.

Metrology/Grain Moisture Meter Program

The metrology program conducts tests, calibrates and certifies field standards for state agencies and private institutions. The state metrologist is the official keeper of Missouri's primary standards of mass, volume and length. Grain moisture measuring devices are inspected for accuracy.

Fuel Quality Program

Fuel samples are collected by field personnel and submitted for testing. The petroleum laboratory analyzes gasoline, kerosene, heating oils and diesel fuel to make certain they meet state quality and safety standards.

Land Survey Program

The Land Survey Program provides information and resources for the accurate location, restoration and preservation of all United States Public Land Survey Corners in Missouri. The program is responsible for the maintenance and preservation of the geodetic reference system in Missouri. The program also maintains a records storage and retrieval system for land survey records and geodetic survey data.

BOARDS AND COMMISSIONS**Missouri State Fair Commission**

Established in 1899, the Missouri State Fair is one of the oldest fairs in the nation. The fairgrounds, which cover 396 acres in Sedalia (Pettis County), are open year round, providing facilities for horse and livestock shows, art and craft festivals, camping, rallies and other events. During the annual fair held each August, visitors enjoy educational and recreational activities, a carnival midway and musical entertainment.

The Missouri State Fair continues to be the state's largest agricultural and tourism event with exhibits showcasing livestock, row crops, horticulture and floriculture. The State Fair plays an important role in shaping Missouri agriculture, contributing to the state's economy and educating the public about the importance and necessity of

agriculture. It features agribusiness exhibits and displays of Missouri-produced commodities.

The State Fair Commission, whose members are appointed by the Governor, oversees the State Fair's operations.

Missouri Wine & Grape Board

The Missouri Wine and Grape Board is responsible for researching, developing and promoting Missouri grapes, juices and wine. The Board is funded by a tax on all wine sold in Missouri.

Missouri wineries continue to refine their grape growing and winemaking skills to offer distinctive, quality wines. The Wine and Grape Board sponsors research and advisory programs at the Grape and Wine Institute.

Missouri wineries produce wine with over a billion dollars in economic impact. Many of the state's wineries consistently take top honors in prestigious domestic and international competitions.

The Board is administered by an eleven member commission which is appointed by the Governor and confirmed by the Senate.

State Milk Board

The State Milk Board administers milk inspection relation to Grade A milk and milk supplies to assure uniformity of procedures and interpretation of milk inspection regulations. The Grade A or fluid milk activities of the state are supported by revenue from inspection fees.

The manufacturing grade dairy program enforces sanitation and quality standards for manufactured dairy products and provides market testing of all milk at the first point of sale. Milk procurers, manufacturing plants, field superintendents, testers, graders, samplers, bulk milk truck operators and market testing laboratories are licensed by the State Milk Board.

Missouri Agricultural and Small Business Development Authority

The Missouri Agricultural and Small Business Development Authority (MASBDA) promotes the development of agriculture and small business and reduces, controls and prevents environmental damage in Missouri. MASBDA provides additional sources of financing at interest rates that are below conventional rates.

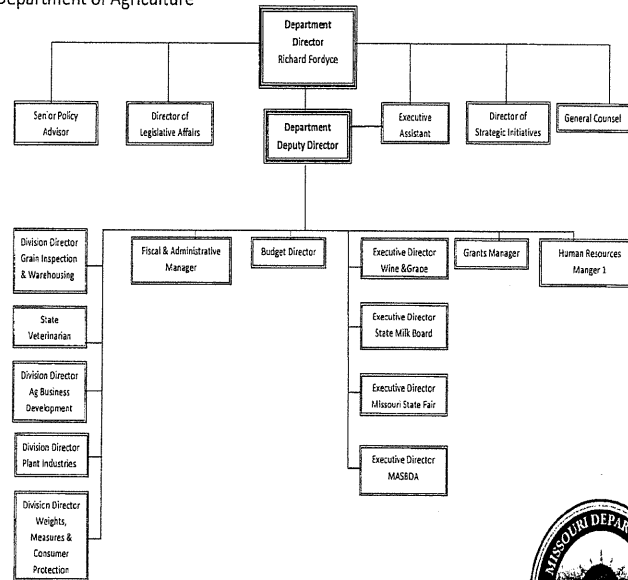
Available loans and grants include: Beginning Farmer Loan Program, Animal Waste Treatment System Loan, Single-Purpose Animal Facilities Loan Guarantee, Missouri Value-Added Grant, Missouri Value-Added Loan Guarantee, New Generation Cooperative Incentive Tax Credit, Agricultural Products Utilization Contributor Tax Credit, Family Farm Breeding Livestock Tax Credit, Qualified Beef Tax Credit Program, Livestock Feed and Crop Input Loan Guarantee.

The authority is administered by a seven member commission, which is appointed by the Governor and confirmed by the Senate. The Director of Agriculture serves as an ex-officio member.

Missouri Department of Agriculture
Other Assigned Boards and Commissions

- AgriMissouri Advisory Commission for Marketing Missouri Agriculture Products
- Missouri Alternative Fuels Commission
- Missouri Cotton Growers' Organization Board of Directors
- Land Survey Advisory Commission
- Missouri Pet/Spay Neuter Fund Board
- Missouri Propane Gas Commission

Missouri Department of Agriculture



DEPARTMENT OF AGRICULTURE SALARY SCHEDULE - FY 2016				
Exec Level	UCP Range	Title	Exec Salary Range Min (Annual)	Exec Salary Range Max (Annual)
EX I	44	Department Director, Department of Agriculture	\$86,484	\$125,724
EX III	40	Deputy Director, Department of Agriculture	\$72,768	\$105,408
EX IV	38	Div. Dir., Div. of Animal Health	\$68,160	\$96,504
EX IV	38	Div. Dir., Div. of Grain Inspection & Warehousing	\$68,160	\$96,504
EX IV	38	Div. Dir., Div. of Plant Industries	\$68,160	\$96,504
EX IV	38	Ex. Dir., Missouri State Fair Commission	\$68,160	\$96,504
EX IV	38	Div. Dir., Div. of Weights and Measures	\$68,160	\$96,504
EX IV	38	Div. Dir., Div. of Agriculture Business Development	\$68,160	\$96,504
EX V	33	Ex. Dir., Missouri Wine and Grape Board	\$55,416	\$77,556
EX V	33	Executive Secretary, State Milk Board	\$55,416	\$77,556
EX V	33	Executive Dir., Ag & Small Business Development Authority	\$55,416	\$77,556

GOVERNOR OF MISSOURI

JEREMIAH W. GAYNIXON
GOVERNOR

JEFFERSON CITY
65102

P.O. Box 720
(573) 751-1222

December 31, 2015

The Honorable Jason Kander
Secretary of State
Capitol Building, Room 208
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Conservation, dated November 9, 2015, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]

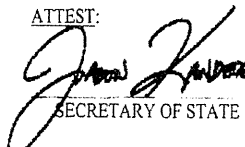


APPROVED:


GOVERNOR


DATE

ATTEST:


SECRETARY OF STATE

www.governor.mo.gov



MISSOURI DEPARTMENT OF CONSERVATION

Headquarters

2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180
Telephone: 573-751-4115 ▲ www.MissouriConservation.org

ROBERT L. ZIEHMER, Director

November 9, 2015

Mr. Douglas E. Nelson
Commissioner of Administration
Office of Administration
Room 125, State Capitol Building
Jefferson City, MO 65101

Dear Mr. Nelson:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, attached herewith for the Missouri Department of Conservation are: an organization plan; an executive pay schedule for top department administrators; and, an organization chart. Please note the Assistant to Director – Governmental Relations position has been changed to Deputy Director. This change in duties within the Director's Office will provide more effective strategic direction to the Department.

If you require further information, please feel free to contact my office.

Sincerely,

ROBERT L. ZIEHMER
DIRECTOR

Attachments

c: Conservation Commission
Deputy Director Tom Draper
Deputy Director Aaron Jeffries
Deputy Director Jennifer Battson Warren

COMMISSION

DON C. BEDELL
Sikeston

JAMES T. BLAIR, IV
St. Louis

MARILYNN J. BRADFORD
Jefferson City

DAVID W. MURPHY
Columbia

DEPARTMENT OF CONSERVATION

ORGANIZATION PLAN

The head of the Department of Conservation is a four (4)-member commission appointed by the governor with the advice and consent of the senate. The commission is charged with the control, management, restoration, conservation and regulation of the bird, fish, game, forestry and all wildlife resources of the state.

The commission appoints a director who serves as the administrative officer of the Department of Conservation. The director appoints other employees. Three (3) deputy directors, general counsel and internal auditor are responsible to the director and facilitate administration of the department. Programs and activities are carried out by the divisions of administrative services, design and development, fisheries, forestry, human resources, outreach and education, private land services, protection, resource science and wildlife. Policy Coordination Unit serves the director's office, divisions and regions by coordinating policy, strategic planning, environmental and cultural resource reviews, public involvement and surveys, and river basin management. Information Technology Unit serves the director's office, divisions and regions by providing technology planning, systems research and design, customer technical support, and administers voice and data network operations.

The department carries out its programs through the following major divisions:

Administrative Services Division provides administrative support by way of 5 units: Financial Services, Permit Services, Fleet Services, Flight Services, and General Services. The Division coordinates and administers all budget, revenue, and finance functions; distributes and manages hunting, fishing, commercial and landowner permits; manages the equipment fleet and aviation services; maintains the publications distribution center; and oversees the products and media loan service.

Design and Development Division provides engineering, architectural and construction services that enhance the Department's resource management efforts. The Division's primary functions are to help maintain the Department's diverse portfolio of infrastructure assets and manage the capital improvements program. Typical projects include wetlands, hatcheries, reservoirs, nature centers, buildings, river and lake accesses, stream improvements, shooting ranges and engineering studies. Related services include building and ground maintenance, surveying, construction management and environmental and cultural compliance permitting for construction projects and area development projects.

Fisheries Division manages 4 warm-water fish hatcheries (for rearing the fish needed to stock public waters and waters used for special fishing events and aquatic resource education) and 5 cold-water fish hatcheries (for rearing trout needed to stock public waters and trout parks); administers the Stream Team program; provides fisheries management of public impoundments, rivers and streams; offers technical guidance in stream and lake management to private landowners and other public agencies; oversees the acquisition and development of public fishing and boat access areas; administers community, agency, and partnership agreements; participates in recovery plans of threatened or endangered aquatic species; and educates and informs the public about aquatic resources through technical and popular written materials, electronic media, presentations to groups, workshops, interviews to journalists, and personal contacts.

Forestry Division ensures the health and sustainability of Missouri's urban and rural forest resources and addresses what people need from those resources. Forestry staff provide

technical advice and assistance in the following forestry areas: health, wildfire suppression, planting, inventory and analysis, improvement, marketing, and management of resources. Technical assistance is also provided on the care of trees in our cities and towns. The Forestry Division maintains the Department's seedling nursery.

Human Resources Division provides a full range of services that help the Department attract and retain a diversified, dynamic workforce. Staff assist with recruitment and selection activities; administer salary and benefit programs; oversee a comprehensive group life, medical, accidental death, and dismemberment and dependent life insurance program; maintain official employee documents and records; and manage a safety program (including workers' compensation); monitor the Department's compliance with employment practices relating to affirmative action, ADA and drug testing; provide employee training and development programs; administer employee assistance and wellness activities; and facilitate the disciplinary and grievance process.

Outreach and Education Division helps Missourians of all ages enjoy and understand the value of our plant and animal resources and how to keep them thriving for years to come. Outreach and Education staff provide hands-on connections with the outdoors through skills classes, educational units, nature center programs and special events. Outreach programs staff produce a variety of information tools, including the Department website, Missouri Conservationist magazine, Xplor magazine for kids, books, brochures, videos, DVDs, exhibits, news, nature shops and more. Conservation education staff provide hands-on, place-based units to educators through the Discover Nature Schools program. Nature center staff help Missourians learn more about forest, fish and wildlife resources and ways to put conservation into practice. Outdoor skills staff work through schools and Department shooting ranges to provide hunter education and shooting sports opportunities for all Missourians, school-based skills training, and programs and clinics for youth and adults who want to hunt and fish. Conservation education and outdoor skills staff strive to help all Missourians enjoy the outdoors through safe and ethical, nature-based recreation.

Private Land Services Division helps Missouri landowners achieve their land use objectives in ways that enhance the conservation of Missouri's natural resources. Private Land Services staff promote the sound management of forest, fish, wildlife and natural community resources through voluntary participation, information, financial assistance, and partnerships. This includes assistance to landowners to evaluate natural resource and wildlife damage conditions, and recommendations of management and improvement techniques. They establish partnerships with other state and federal agencies, commodity groups, agri-businesses, and conservation organizations to develop and achieve common natural resource goals. They strive to encourage a land management ethic among landowners, increase community involvement, build trust, and heighten understanding of the Department's mission.

Protection Division is responsible for enforcement of The Wildlife Code of Missouri and related statutes on both private and public lands as well as many other duties. Conservation agents are assigned to each county in Missouri, and represent the Department in a wide variety of programs. Agents administer the hunter education program in their local area. Agents provide conservation information and education through newspaper articles, adult and youth meetings, exhibits, clinics, and radio/television programs. Protection Division personnel provide basic information and materials for forest, fish and wildlife management to Missouri citizens, and are involved in administering Department landowner assistance programs. In addition, conservation agents routinely make contacts with landowners who have wildlife depredation or nuisance problems, poaching or trespass problems, and a host of other needs. Protection Division cooperates with the Conservation Federation of Missouri in administering Operation Game Thief, Operation Forest Arson, and Share the Harvest programs.

Resource Science Division ensures integration of population dynamics, habitat relationships, and constituent desires into science-based management and policy for grassland, agricultural, forest, wetland, and aquatic systems. An emphasis on biometrics, GIS/GPS technologies, and database management is required for sound study design, comprehensive analysis, and confident reporting of research and monitoring results. Science services in the form of diagnostics, genetics research, and water quality investigations provide specialized assistance for resource professionals as well as the Missouri public. Assisting resource managers with evaluation of their fish, wildlife, and habitat management efforts also is a priority for the Resource Science Division. Special emphasis on species and communities of concern through surveys, monitoring and comprehensive databases is dedicated to protecting endangered species, wildlife diversity and natural community conservation. Training of resource managers through specialized workshops provides skills in taxonomy, field sampling methods, and technical applications. The Division also provides technical support for establishing harvest regulations, conservation planning, and public information through popular and professional publications.

Wildlife Division is responsible for actively managing habitats on public lands for Missouri citizens to enhance natural communities and improve habitats for plants and animals and Missouri citizens. Accomplishing this objective involves a wide range of programs and activities on public and private land. Administration of hunting programs on public lands and coordination with other agencies help ensure that wildlife and wildlife habitat receive full consideration in all land management activities. The Wildlife Division also provides a number of special services designed to aid people in many aspects of wildlife conservation. These include management advice to individuals and groups interested in wild animals, assistance to alleviate wildlife damage, personal appearances as speakers on wildlife topics, and preparation of publications, reports, regional plans and replies to inquiries.

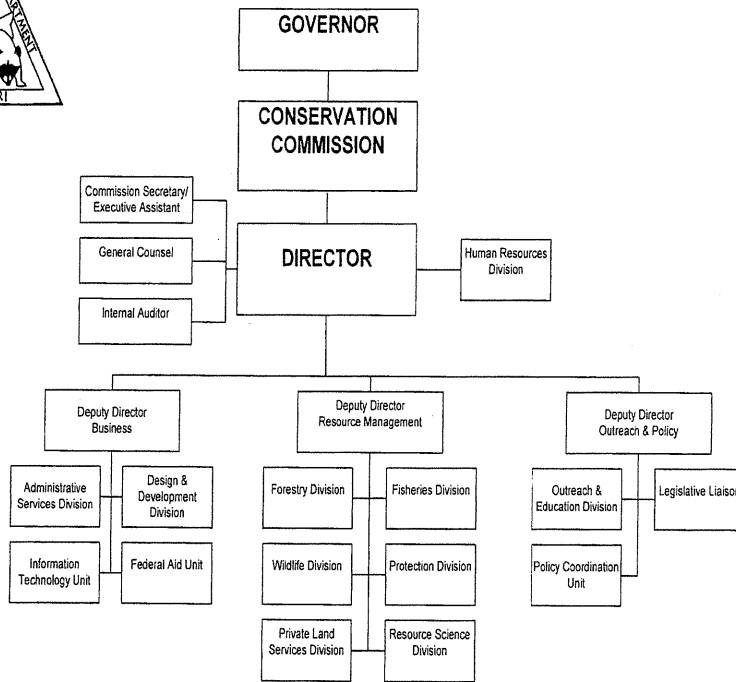
General Counsel provides legal advice to the commission and administrative staff and provides legal counsel in matters of litigation; aids in formulating policy; advises in the formulation of regulations; and performs review of legal documents, agreements, and memorandums of understanding.

Deputy Counsel performs title and document review relating to the acquisition of real property; assists General Counsel as needed; and supervises the Realty Services staff.

Internal Auditor reviews operations and programs to assure that resources are used efficiently, and provides the commission and administration with information useful in directing and controlling department operations. Internal Auditor also serves as the Departments' Custodian of Records, and the Hearing Officer for privilege suspensions associated with wildlife code and various other violations.



MISSOURI DEPARTMENT OF CONSERVATION



Department of Conservation

Salary Schedule

<u>Position Title</u>	<u>Salary Range</u>
Director	\$140,004
Deputy Director	\$105,000 - \$115,620
Division Chief	\$71,268 - \$101,352
General Counsel	\$85,368
Internal Auditor	\$68,784
Section/Unit Chief	\$58,800 - \$104,004



GOVERNOR OF MISSOURI

JEREMIAH W. (JAY) NIXON
GOVERNORJEFFERSON CITY
65102P.O. Box 720
(573) 751-3222

December 31, 2015

The Honorable Jason Kander
Secretary of State
Capitol Building, Room 208
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Corrections, dated November 6, 2015, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]

APPROVED:
GOVERNOR12/31/15
DATEATTEST:
SECRETARY OF STATE

www.governor.mo.gov

Jeremiah W. (Jay) Nixon
Governor

George A. Lombardi
Director



2729 Plaza Drive
P. O. Box 236
Jefferson City, MO 65102
Telephone: 573-751-2389
Fax: 573-526-0880
TDD Available

State of Missouri
DEPARTMENT OF CORRECTIONS
Ad Exceleum Conamur – "We Strive Towards Excellence"

November 6, 2015

Mr. Doug Nelson, Commissioner
Office of Administration
State Capitol - Room 125
Jefferson City, MO 65101

Dear Commissioner Nelson:

In accordance with Section 1.6 (2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval the attached revised departmental plan for the Department of Corrections.

Since the last departmental plan was submitted in 2012, the Department of Corrections has implemented the following organizational changes.

- Beginning on September 1, 2015, the facility which housed the Kansas City Community Release Center and the Kansas City Community Supervision Center, formerly under the operational control of the Division of Probation and Parole, was formally transferred to the Division of Adult Institutions to operate as a 410-bed minimum security prison/reentry center and was renamed the Kansas City Reentry Center. This change was implemented in order to provide more prison bed space and to more effectively manage offenders supervised by the Department.
- In the Division of Human Services, the Offender Finance Section has been split out from the Fiscal Management Unit and set up as its own section.
- In the department organization chart, the functions of administration and community corrections in the Division of Probation and Parole have been consolidated under the position of the Assistant Director of Administration and Community Corrections. These duties were previously listed directly under the Chief State Supervisor.

I am submitting the Department's organizational chart depicting the changes along with the salary schedule for the administrators of the Department. Please advise if you have any questions regarding any of this information.

Sincerely,

A handwritten signature in dark ink, appearing to read "G. A. Lombardi", is written over the typed name and title.
George A. Lombardi
Director

DEPARTMENT OF CORRECTIONS

Our Mission

The Missouri Department of Corrections supervises and provides rehabilitative services to adult offenders in correctional institutions and Missouri communities to enhance public safety.

Our Vision: A Safer Missouri and the Standard of Excellence in Corrections

The Department desires to be the standard of excellence in the field of corrections. Through innovation and collaboration, we want to embrace changes that better serve Missouri communities impacted by criminal behavior and achieve a safer State.

Our Values

- **Staff**
Our people are important. We value their safety and security. We value their input as subject matter experts. We will be proactive in the recruitment, retention and promotion of qualified personnel. We recognize the importance of professional development and strive to offer opportunities for career advancement. We desire to build a diverse team of individuals who achieve great things together.
- **Offender Success**
We believe in the ability of people to change. We value the opportunity to work with offenders in our institutions and our communities and to provide them with the tools necessary to become productive, tax-paying, law-abiding citizens. We strive to be firm, fair, and consistent in our institutional management and use effective and appropriate supervision strategies in our communities.
- **Accountability**
Accountability to each other and all Missourians is a key value for the Department. We strive to create a transparent system of operations that embraces integrity and accountability. Staff are accountable to each other for safety and security and for the continuous improvement of our department. As a department, we are accountable for how we plan, measure, and manage our work as well as what we achieve with the resources we are given. We value investment in programs that are accountable through evidence-based information. Offenders are accountable for the crimes they have committed and for completing their sentence established by the courts.
- **Restored Communities**
We value our Missouri families and communities that are affected by crime and the role we play in restoring them. We value the rights of crime victims and the role of restorative justice. We value the use of collaborative partnerships to enhance public safety by facilitating effective probation, crime prevention, reduction of recidivism and the provision of reentry services. We strive to work with offenders to repair harms done, and restore the communities to which many will return.

Departmental Overview

The Department of Corrections is an agency dedicated to public safety through the successful management and supervision of offenders on probation, in prison and on parole. The Department's responsibility is to administer the sentence set by the court in ways that promote public safety at the lowest cost. Offenders assigned to the Department are successfully managed by ensuring they are supervised at correct custody or supervision level. A cadre of over eleven thousand well-trained correctional professionals committed to the vision, mission, values and professional principles of the Department assess each offender's criminal history, evaluate community and institutional conduct and enforce court orders and department rules. This mixture of on-going assessment, classification, referral to supervision strategies and assignment to basic habilitation interventions are several of the key methods used to promote sober, responsible, productive and law-abiding behavior. When offenders are held accountable for their actions, the public's safety is enhanced.

In all, the Department is responsible for the care, custody and supervision of approximately 93,200 adult offenders in Missouri. There are currently more than 32,700 adult felons confined in Missouri's 21 correctional facilities and one community release center. The Department also supervises 15,900 parolees and 44,600 probationers across the state.

Organizational Plan

The Department of Corrections is comprised of four divisions: the Division of Human Services, the Division of Adult Institutions, the Division of Probation and Parole and the Division of Offender Rehabilitative Services.

Office of the Director

The Office of the Director consists of the Director, Deputy Director, Public Information, Constituent Services, Legal Services, Inspector General, Victim Services, Reentry/Women Offender Program, Emergency Preparedness/Workplace Violence Coordinator, and Budget and Research. The Director is appointed by the Governor with the advice and consent of the Senate. Public Information, Legal Services, the Inspector General, and the Emergency Preparedness/Workplace Violence Coordinator report directly to the Director. The Constituent Services Section, Victim Services, Reentry/Women Offender Program, and Budget and Research Unit all report to the Deputy Director.

Division of Human Services

The Division of Administration became the Division of Human Services through a change in legislation in 1995. This division consists of the Human Resources Section, the Training Academy, the Employee Health and Safety Section, the Fiscal Management Unit, the Offender Finance Section, the General Services Section, the Planning Section, the Religious and Spiritual Programs Section, and the Volunteer/Intern Services Section.

The Human Resources Section is responsible for all personnel issues such as monthly payroll, benefit counseling and enrollment, recruitment and retention, timekeeping and personnel records. The Training Academy continues to provide pre-service and in-service training for staff. The Employee Health and Safety Section promotes staff safety and controls the spread of disease through TB screens, communicable disease vaccines and exposure evaluations. The section provides health education and wellness opportunities to employees. The Fiscal Management Unit ensures that the Department's financial obligations are processed and paid in a timely and equitable manner, maintains an inventory tracking system, performs audits of contracts, and oversees the procurement of goods and services and the development of service contracts. The Offender Finance Section operates the inmate banking program. The General Services Section provides support services to the Department through the commodity warehouse operation and the oversight of all major construction and maintenance projects, building leases, fleet management of all Department vehicles, and coordination of food service operations for all adult institutions including the operation of two cook-chill food preparation facilities. General Services is also responsible for Central Office business functions and warehouse/mailroom operations. The Planning Section provides organizational development assistance in the preparation of the Department's strategic plan. The Religious and Spiritual Programming Section provides religious programming opportunities and pastoral care for the incarcerated offender population. The Volunteer/Intern Section oversees the recruitment and training of volunteers and interns that work with our offenders both in correctional institutions and the community.

Division of Adult Institutions

The Division of Adult Institutions is responsible for the administration and operation of 21 adult correctional institutions with a projected average daily population of 32,450 incarcerated offenders in FY16. The Division has the overall responsibility of administering the correctional centers and managing incarcerated offenders in a secure, safe and humane manner. All newly committed offenders undergo a full classification analysis at one of the Division's reception and diagnostic centers to determine appropriate custody level and basic treatment needs. In addition, offender reclassification occurs throughout each offender's period of incarceration to ensure that offenders are housed at an appropriate custody level institution. The Division also works to prepare offenders for successful reintegration back to the community through effective case management and providing reentry programming to improve offender cognitive and life skills. The Division establishes work release programs for eligible offenders and provides opportunity for offender visitation with family and friends at each prison.

The Division of Adult Institutions consists of Zone I (Algoa Correctional Center/Central Missouri Correctional Center, Crossroads Correctional Center, Kansas City Reentry Center, Maryville Treatment Center, Western Missouri Correctional Center, Western Reception and Diagnostic Correctional Center, Chillicothe Correctional Center, and Women's Eastern Reception and Diagnostic Correctional Center), Zone II (Eastern Reception and Diagnostic Correctional Center, Farmington Correctional Center, Missouri Eastern Correctional Center, Ozark Correctional Center, Potosi Correctional Center, and Southeast Correctional Center), and Zone III (Boonville Correctional Center, Fulton Reception and Diagnostic Center, Jefferson City Correctional Center, Moberly Correctional Center, Northeast Correctional Center, South Central Correctional Center, and Tipton Correctional Center), the Certified Grievance Unit, and the Central Transfer Authority.

Division of Offender Rehabilitative Services

The Division of Offender Rehabilitative Services is responsible for the development of treatment programs for offenders. These programs include Offender Healthcare (Medical and Mental Health), Sexual Offender Assessment and Treatment, Adult Education/Workforce Readiness, Library Services, Substance Abuse Services, and Missouri Vocational Enterprises.

Offender Healthcare includes staff to monitor contracted services for inmate medical and mental health services and the Missouri Sex Offender Program. Medical, mental health and sex offender services for offenders are contracted out with oversight by the division. The Adult Education/Workforce Readiness Section helps offenders achieve a high school education and delivers vocational and technical training programs for offenders. Libraries at every correctional institution enhance academic education and serve the informational needs of offenders, including constitutionally mandated "access to courts" through legal resources, reference and self-improvement materials. Substance Abuse Services supervise the substance abuse treatment activities at ten prison facilities which have programs that vary in length from thirty days to twelve months. Missouri Vocational Enterprises (MVE) produces products and services for state agencies, state employees, other governmental jurisdictions, and not-for-profit organizations, helping inmate workers develop marketable skills.

Division of Probation and Parole

The Division of Probation and Parole supports the operations of the Board of Probation and Parole and is responsible for field and institutional services for probationers, parolees and conditional releases, as well as community corrections programming, one community release centers and six community supervision centers. The Division of Probation and Parole assesses and supervises criminal offenders assigned to the division by the Circuit Courts of Missouri, the Parole Board or under the terms of the Interstate Compact. The division also monitors treatment provider compliance for community domestic violence and sex offender programs.

The Division is divided statewide into five geographic regions and one institutional parole region for the effective management of the offenders assigned to it. Regions are made up of a network of local district offices and, in some instances are supported by satellite offices. The Chief State Supervisor reports directly to the Chair of the Parole Board and oversees the daily operation of the division. An assistant division director is responsible for managing the division's support staff, including the Community Corrections Administrator, the Interstate Compact Unit, the Program Compliance Unit, the Fiscal Management Unit, the Contract Monitoring Unit, the Personnel Unit, and the DOC Command Center. The assistant division director reports directly to the Chief State Supervisor.

The Parole Board holds parole hearings at each correctional center monthly, monitors the supervision of offenders in the community and returns those offenders to prison that are a risk to the community. The Parole Board is supported by institutional parole staff who are housed in each of the correctional centers. There is a 24-hour a day, seven day a week Command Center whose staff respond to violations of the conditions of supervision by offenders in the community on electronic monitoring, as well as offenders assigned to community release centers, community supervision centers and contracted residential centers.

The Division of Probation and Parole has implemented the community supervision center concept, an innovative alternative to divert offenders from being sent or returned to prison. It provides the courts and local probation and parole authorities with an additional sanction to deal with offenders in the community through more intensive supervision and treatment services. The Department operates six community supervision centers at St. Joseph, Farmington, Hannibal, Fulton, Kennett and Poplar Bluff.

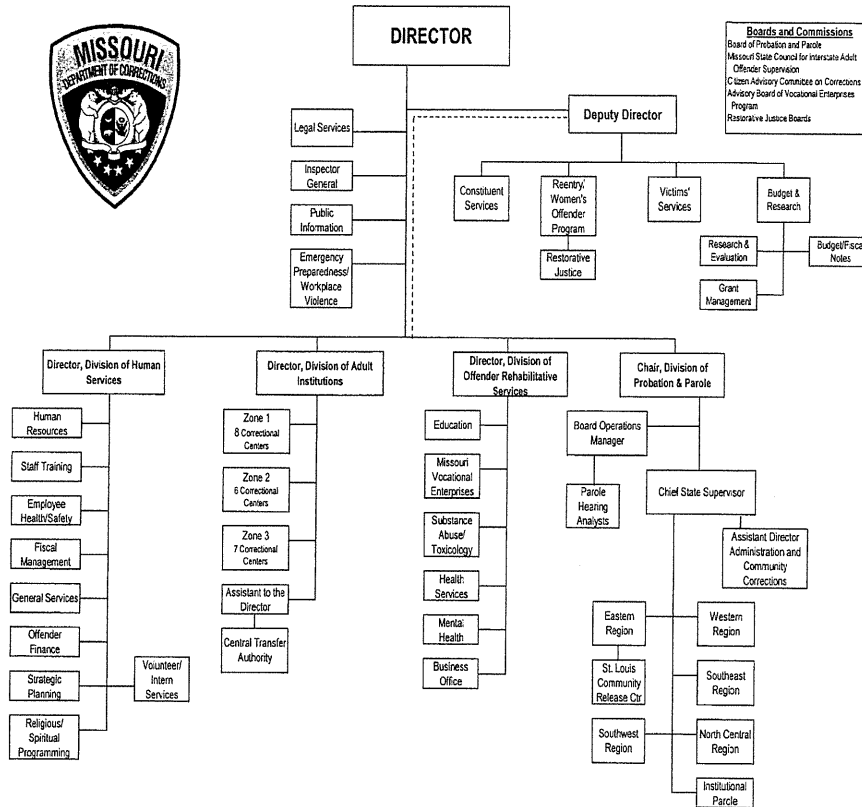
Boards and Commissions:

The Department of Corrections works with the following boards and commissions:

- The Board of Probation and Parole (Section 217.655, 217.660 and 217.665 RSMo.) – The Board is comprised of seven full-time members appointed by the Governor, subject to the advice and consent of the Senate. During their six-year terms, members determine the release of individuals from confinement in the Division of Adult Institutions through parole or conditional release. Parole hearings are held at each correctional center monthly. If a release date is set, the board determines whether placement in release strategies such as electronic monitoring, halfway houses and community release centers is appropriate. The board stipulates special conditions in order to help with the offenders' success under supervision. They also monitor the supervision of offenders in the community and return those offenders to prison that are a risk to the community. They also investigate and report to the Governor on all applications for pardons, commutations of sentence, reprieves or restorations of citizenship.
- Citizens Advisory Committee on Corrections (Executive Order 03-11) - The Department utilizes the Citizens Advisory Committee (CAC) to evaluate grievances filed by inmates and referred to the Director of the Department. The CAC makes recommendations to the Director for the resolution of those grievances as specified in the Department Offender Grievance Procedure. The CAC meets on a monthly basis at different correctional institutions and also makes on-site inspections. The committee is comprised of nine (9) private citizens appointed by the Governor.
- Advisory Board of Vocational Enterprises Program (Section 217.555 RSMo.) – The Board shall provide the Department Director advice and counsel on proper planning and programs for the vocational enterprises program within the Department and shall make recommendations concerning the services to be provided and the articles manufactured, including style, design, and quality, as well as for economy and efficiency in their manufacture. New industries and agribusiness operations may be established or terminated at the discretion of the Director. The Board consists of the Director of the Division of Offender Rehabilitative Services or his designee, who shall serve as chairman, the Assistant Director of Missouri Vocational Enterprises and three members representing organized labor and three members representing manufacturing interests, one member who is qualified by education and experience in criminology, and one member who is qualified by education and experience in vocational rehabilitation. The public board members shall be appointed by the Department Director for a term of four years, with appointments to this board made so that two members' terms expire each year. The Commissioner of Administration or his designee, and the Governor or his designee, shall serve as ex officio members of the board.
- Restorative Justice Boards (Section 217.440 RSMo.) – These boards are comprised of citizens from the community specially trained by department staff to meet with offenders concerning their behavior under supervision. They provide the courts with an assessment of offender needs and recommend how the offender can best repair the damage they have done to the community.

- Missouri State Council for Interstate Adult Offender Supervision (Section 589.512 RSMo) -The Council exercises oversight and advocacy concerning its participation in the Interstate Commission activities and other duties as may be determined by each member state including but not limited to, development of policy concerning operations and procedures of the compact within the state. Section 589.512 RSMo requires that the Council membership will consist of at least the compact administrator, one member of the legislative, judicial and executive branch of government, along with victim group representation.

Missouri Department of Corrections



I:\BudPreBudget FY2016\Detail Spreadsheets\FY16 Org Charts for Department Plan\DOC

DEPARTMENT OF CORRECTIONS (Agency Code 931)				
Exec Level	UCP Range	Title	Minimum	Maximum
EX I	44	Department Director, Department of Corrections	\$86,484	\$125,724
EX II	42	Deputy Director, Department of Corrections	\$79,296	\$115,068
EX III	40	Division Director, Division of Adult Institutions	\$72,768	\$105,408
EX III	40	Division Director, Division of Offender Rehab Services	\$72,768	\$105,408
EX III	40	Division Director, Division of Probation and Parole	\$72,768	\$105,408
EX III	40	Division Director, Division of Human Services	\$72,768	\$105,408
EX IV	38	Board Member, Probation and Parole Board	\$68,160	\$96,504



GOVERNOR OF MISSOURI

JEREMIAH W. JAY NIXON
GOVERNORJEFFERSON CITY
65102P.O. Box 720
(573) 751-3222

December 31, 2015

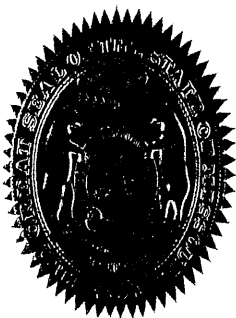
The Honorable Jason Kander
Secretary of State
Capitol Building, Room 208
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Elementary and Secondary Education, dated November 4, 2015, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]



APPROVED:

GOVERNOR12/31/15
DATE

ATTEST:

SECRETARY OF STATEwww.governor.mo.gov



Margaret M. Vandeven, Ph.D. • Commissioner of Education

205 Jefferson Street, P.O. Box 480 • Jefferson City, MO 65102-0480 • dese.mo.gov

November 4, 2015

Mr. Douglas E. Nelson
Commissioner
Office of Administration
State Capitol Building, Room 124
Jefferson City, MO 65101

Dear Commissioner Nelson:

The Department of Elementary and Secondary Education's organizational structure has remained the same for over 5 years and still reflects the two primary functions (divisions) of our agency—Learning Services and Financial and Administrative Services.

Within the Division of Learning Services over the past year, we eliminated the formal "Office" of Early and Extended Learning and the assistant commissioner position for that office. However, all other staffing as well as the program functions of early childhood education and extended learning (before- and after-school programs) remain intact and are, now, part of the Office of Quality Schools. There are no changes in our basic services and programming at any level. We believe this structure allows us to better coordinate within and among our offices that comprise the Division of Learning Services.

Please note that there are no changes to our agency's salary schedule amounts.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in cursive script that reads "Margie Vandeven".

Margie Vandeven
Commissioner of Education

Phone 573-751-4446 • Fax 573-751-1179 • commissioner@dese.mo.gov

Department of Elementary and Secondary Education

Jefferson State Office Bldg.
305 Jefferson St., PO Box 480, Jefferson City 65102
Telephone: (573) 751-4212
<http://doe.mo.gov>

State Board of Education

Under the Missouri Constitution (Article IX), the State Board of Education has general authority for “supervision of instruction in the public schools.” Today, this responsibility includes the oversight of educational programs and services that serve Missourians from preschool through the adult levels.

The State Board of Education is composed of eight lay citizens, appointed by the governor and confirmed by the Senate to serve eight-year terms. The terms are staggered so that one term expires each year. No more than four members may belong to the same political party. No more than one member of the board may live in the same county or congressional district.

The board appoints the commissioner of education to serve as its chief executive officer and as director of the Department of Elementary and Secondary Education.

The primary role of the board is to provide leadership and advocacy for the improvement of Missouri’s public education system. The board also establishes policies and regulations needed to carry out state and federal laws related to public education. The board’s major duties include:

- Setting performance indicators that determine accreditation for local school districts through the Missouri School Improvement Program (MSIP). The indicators define basic requirements regarding performance on assessments, both in aggregate as well as subgroups; high school graduation and/or dropout; advanced coursework; post-secondary and career preparedness; and other areas of student achievement;
- Establishing academic performance standards for the public schools;
- Setting education and certification requirements for all professional personnel (teachers, administrators, librarians, counselors, etc.) in public schools;
- Approving public and private educator-preparation programs in the state;
- Establishing regulations and administrative requirements for the distribution of state and federal funds to school districts and other agencies;
- Monitoring school districts’ compliance with state and federal laws and regulations. This includes the administration of federally supported programs in the areas of special education, career-technical education and child nutrition (the school lunch and breakfast programs);
- Administering the State Board Operated School Systems—Missouri School for the Blind (St. Louis), Missouri School for the Deaf (Fulton) and Missouri Schools for Severely Disabled; and
- Administering adult learning and rehabilitation services for adult citizens.

State Board of Education

Shields, Charles, (R), president, St. Joseph, Congressional District 6;
Lenz, O. Victor Jr., (R), vice president, St. Louis, Congressional District 2;
Driskill, Joseph, (D), Jefferson City, Congressional District 3
Herschend, Peter F., (R), Branson, Congressional District 7;
Jones, Michael, (D), St. Louis, Congressional District 1;
Martin, John, (D), Kansas City, Congressional District 5
Still, Russell, (D), Columbia, Congressional District 4;
Wallace, Maynard, (R), Thornfield, Congressional District 8.

Department of Elementary and Secondary Education

Article IX of the Missouri Constitution reads, in part: “A general diffusion of knowledge and intelligence being essential to the preservation of the rights and liberties of the people, the General Assembly shall establish and maintain free public schools for the gratuitous instruction of all persons in this state within ages not in excess of twenty-one years as prescribed by law.”

To help carry out this mandate, the legislature first established a state office of education, with an elected state superintendent, in 1839. The office went through several transformations until the current constitution, adopted in 1945, established the State Board of Education in its present form and created a department of education, headed by an appointed commissioner.

The Department of Elementary and Secondary Education (DESE) was reorganized and established in its present form by the Omnibus State Reorganization Act of 1974.

The department is primarily a service agency that works with educators, legislators, government agencies, community leaders and citizens to maintain a strong public education system. Through its statewide school-improvement initiatives and its regulatory functions, the department strives to ensure all citizens have access to high-quality public education.

The Department of Elementary and Secondary Education is the administrative arm of the State Board of Education. In addition to the commissioner of education, the department organization reflects functions under two divisions—Financial and Administrative Services and Learning Services.

Office of the Commissioner of Education

The commissioner of education directs the Department of Elementary and Secondary Education and fulfills other duties as prescribed by law (161.122, RSMo). These duties include: supervising schools and directing the process by which school districts are accredited; suggesting ways to upgrade curriculum and instruction in public schools; working with state and local officials to ensure efficient management of public schools; advising local school officials, teachers and patrons about education-related issues and laws; and seeking "in every way to elevate the standards and efficiency of the instruction given in the public schools of the state." The commissioner is appointed by, and serves at the pleasure of the State Board of Education.

Division of Financial and Administrative Services

This division is responsible for distributing all federal and state funds to local school districts and other agencies that provide education-related services. The division assists local school officials with budgeting, audits and the reporting of financial statistics, both state and federal. The division also provides assistance with school administrative and governance issues. Other personnel in this division administer the federally funded school lunch and breakfast programs. This division also manages the department's internal business operations, such as accounting and procurement, budget and human resources.

Division of Learning Services

This division is composed of offices that manage adult learning and rehabilitation services, college and career readiness, data system management, educator quality, quality schools which includes early childhood and extended learning, and special education.

The Office of Adult Learning and Rehabilitation Services administers statewide adult education services, including adult education and literacy, the high school equivalency testing program, and veterans education, including the Troops to Teachers program.

Rehabilitation Services provide specialized services to adult citizens with disabilities to help them achieve employment and independence. Offices are maintained across the state to provide convenient services to clients. Rehabilitation Services personnel provide individualized counseling, training and other services to help clients achieve gainful employment or independent living. Rehabilitation Services is supported primarily with federal funds.

Independent Living Centers (ILC) are located throughout the state. ILC personnel provide counseling, advocacy, personal care and training in independent living skills for adults with disabilities.

The Disability Determinations Program is part of this office and operates under regulations of the Social Security Administration. Located in offices across the state, Disability Determinations personnel adjudicate claims from Missouri residents seeking federal disability benefits.

The Office of College and Career Readiness provides technical assistance to local school personnel in the adoption and adaptation of the state's performance standards, and curriculum development/adoption of all content areas — math, science, social studies, English/language arts, health/physical education, fine arts and the career-technical content areas. The office assists schools and career centers with the monitoring and approving of Perkins programming.

The development and oversight of the Missouri Assessment Program, consisting of the annual, grade-level assessments for grades 3–8 and high school end-of-course assessments, as well as the administration of the National Assessment on Educational Progress (NAEP) are also responsibilities of this office.

The Office of Data System Management is responsible for the development and implementation of the Missouri Comprehensive Data System (MCDS), which includes the student-level record system, the Missouri Student Information System (MOSIS) and Core Data, a web-based data collection system of education-related statistics. This office collects and generates data to meet federal reporting requirements and compliance, as well as provide data utilized in research and analysis that impacts policy decision-making.

The Office of Educator Quality is responsible for approving public and private educator preparation programs. The Office of Educator Quality also issues certificates (licenses) to all professional personnel who work in the state's public school systems, as well as assisting with the review of certificate-holders who are charged with misconduct.

This office is responsible for implementation of teacher, principal and administrator standards; as well as implementation of Missouri's Educator Evaluation System.

A primary function of the Office of Quality Schools is to manage the Missouri School Improvement Program (MSIP), the accreditation/accountability system for public school districts. This office also administers a wide range of state and federally funded programs that assist local schools (Title I, Title III and other federal programs), charter and other innovative schools, as well as developing and implementing a statewide system of support for schools, communities and families. Schools are also provided assistance on federally and state-developed improvement initiatives that are coordinated with other state and regional services. This office administers the Missouri.

The Office of Quality Schools is also responsible for the oversight of the department's efforts to expand and improve early learning opportunities for children and providing support for teachers, programs, parents and families of young children. Staff administers the Missouri Preschool Program and the Child Care Development Fund Grant. The office is also responsible for the development of early learning goals.

Extended learning (after school) programs, under the Office of Quality Schools, provide a safe, caring and nurturing place for extended learning, social, recreational and personal life-skills development for students outside school hours. Grant programs administered by this section include the 21st Century Community Learning Centers grants and School Age Community grants. The programs foster partnerships among the schools, parents/families and communities.

The Office of Special Education administers state and federal funds to support services for students and adults with disabilities. This office works with other state and local agencies to coordinate the Missouri First Steps program, which provides early intervention services for infants and toddlers with disabilities and their families. The office works with local school districts in developing and improving special education services for students (ages 3–21) with disabilities. It also provides financial and technical support for all approved sheltered workshops in the state. Sheltered workshops provide employment for adults with disabilities.

This office also oversees the operation of three school systems administered by the State Board of Education. These are the Missouri School for the Blind, the Missouri School for the Deaf and the Missouri Schools for Severely Disabled. In addition to providing direct services to eligible students with disabilities, these school systems, through their outreach programs and consulting services, assist local school personnel and families throughout the state in meeting the needs of children with disabilities.

Career and Technical Education Advisory Council

Established by state statute in 2013, the advisory council will develop a statewide short-range and long-range plan for career and technical education, identify legislative recommendations to improve career and technical education, and promote coordination of existing career and technical education programs. The Council will also identify service gaps and provide advice on methods to close such gaps as they relate to youth and adult employees, workforce development, and employers on training needs.

Children's Services Commission

The Children's Services Commission, created in 1983 in accordance with § 210.101 and 210.102 RSMo, represents all three branches of government and the public sector, takes a leadership role in identifying and evaluating current programs and makes recommendations on state services that affect the children of Missouri. The statute identifies the Department of Elementary and Secondary Education as a member of this commission.

Holocaust Education and Awareness Commission

The purpose of the Holocaust Education and Awareness Commission, established by state statute in 2006, is to promote implementation of Holocaust education and awareness programs in Missouri in order to encourage understanding of the Holocaust and discourage bigotry.

Missouri Assistive Technology Advisory Council

The Missouri Assistive Technology Advisory Council was established in 1993. The mission of Missouri Assistive Technology is to increase access to assistive technology for Missourians with all types of disabilities, of all ages.

The Council is charged to serve as an advocate for policies, regulations and programs to establish a consumer-responsive, comprehensive, assistive technology service delivery system. The council meets at least four times a year, reports annually to the governor and the General Assembly on council activities to increase access to assistive technology, and provides programmatic direction for all activities and services.

Missouri Charter Public School Commission

The Missouri Charter Public School Commission was established by state statute in 2012 with the authority to sponsor high quality charter schools throughout the state of Missouri.

The commission shall consist of nine members and shall collectively possess strong experience and expertise in governance, management and finance, school leadership, assessment, curriculum and instruction, and education law. All

members of the commission shall have demonstrated understanding of and commitment to charter schooling as a strategy for strengthening public education.

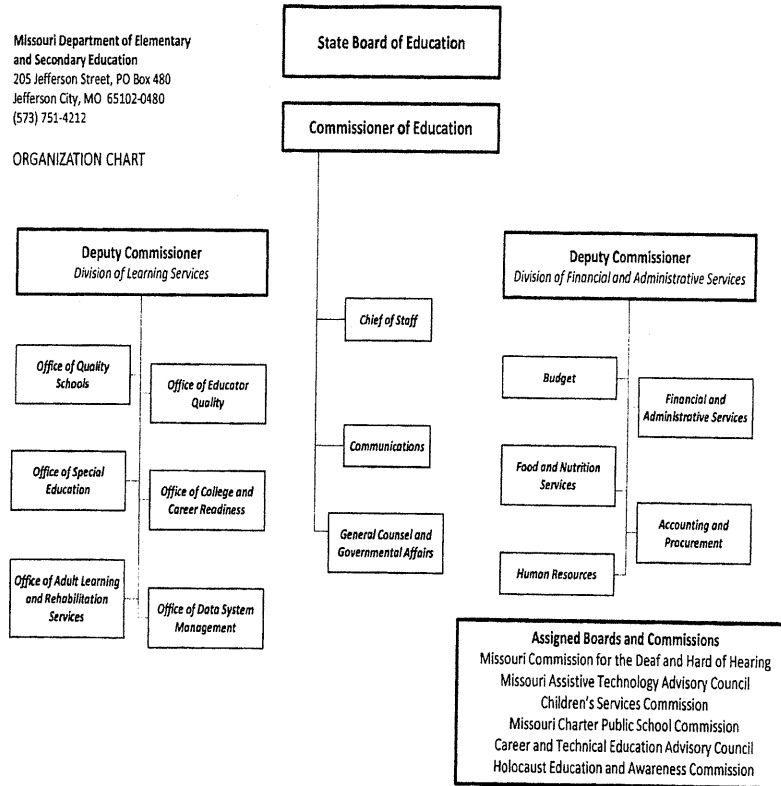
Missouri Commission for the Deaf and Hard of Hearing

The Missouri Commission for the Deaf and Hard of Hearing was created in 1988 to improve the quality of life for all Missourians with hearing loss. It advocates for public policies, regulations and programs to improve the quality and coordination of existing services for deaf and hard-of-hearing persons, and promotes new services whenever necessary.

The commission promotes deaf awareness to the general public and serves as a consultant to any public agency needing information regarding deafness; develops a system of state certification for those individuals serving as interpreters of the deaf; maintains the quality of interpreting services statewide; maintains a census of persons with a hearing loss in Missouri; promotes the development of a plan that advocates the initiation of improved physical and mental health services for deaf Missourians; conducts or makes available workshops or seminars as needed for educating non-deaf individuals of the problems associated with deafness and ways by which these groups or agencies can more effectively interact with those who are deaf; promotes the development of services for deaf adults, such as shelter homes, independent living skill training facilities and post-school educational training that will help provide for those deaf individuals requiring such services an opportunity to live independently; and establishes a network for effective communication among the deaf adult community and promotes the establishment of TDD relay services where needed.

Missouri Department of Elementary
and Secondary Education
205 Jefferson Street, PO Box 480
Jefferson City, MO 65102-0480
(573) 751-4212

ORGANIZATION CHART



November 2015

Department of Elementary and Secondary Education
FY2016 Salaries

Commissioner of Education	\$187,776
Deputy Commissioner	\$125,352
Chief of Staff	\$96,432



GOVERNOR OF MISSOURI

JEREMIAH W. (JAY) NIXON
GOVERNORJEFFERSON CITY
65102P.O. Box 720
(573) 751-3222

December 31, 2015

The Honorable Jason Kander
Secretary of State
Capitol Building, Room 208
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Transportation, dated October 9, 2015, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]



APPROVED:

GOVERNOR12/31/15
DATE

ATTEST:

SECRETARY OF STATE

www.governor.mo.gov



Missouri Department of Transportation
Roberta Broeker, Interim Director

105 West Capitol Avenue
P.O. Box 270
Jefferson City, Missouri 65102

1.888.ASK MODOT (275.6636)

October 9, 2015

Douglas E. Nelson
Commissioner of Administration
Capitol Building, Room 125
P.O. Box 809
Jefferson City, MO 65102

Dear Commissioner Nelson:

The Missouri Department of Transportation has had a recent change to its organizational structure. As such, please find attached an updated salary schedule for management positions, an updated organizational chart, and an updated department plan document. All documents reflect the following organizational change:

- The Customer Relations Division has been renamed Communications.

If you have questions or require additional information, please contact Paul Imhoff, compensation manager, at (573) 522-5259.

Sincerely,

Roberta Broeker, CPA
Interim Director

cp



Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.
www.modot.org

Missouri Department of Transportation

Departmental Plan

Article IV, section 29 of the Missouri Constitution provides that there is a department of transportation which is administered by a highways and transportation commission which shall have authority over the administration of the state highway system and all other state transportation programs and facilities as provided by law, including, but not limited to, aviation, ports, waterborne commerce, railroads, and mass transportation. Article IV, section 29 was originally adopted in 1945 and subsequently amended in 1979 by voter approval of Constitutional Amendment No. 2, which merged the previously separate State Highway Department with the State Transportation Department and the State Highway Commission with the State Transportation Commission. Then, in 1996, Truly Agreed to and Finally Passed House Bill 991 amended Section 226.005 of the Revised Statutes of Missouri (RSMo) to give the Missouri Highways and Transportation Department the legal alias, "department of transportation," which became the Missouri Department of Transportation (hereinafter, "Department"). This statutory name change to the Department was later incorporated into Article IV, Section 29 by voter approval of Constitutional Amendment No. 3 in 2004.

Also, Section 226.040 RSMo provides that the Missouri Highways and Transportation Commission (hereinafter, "Commission") is to appoint a chief executive officer with the title of Director, Department of Transportation (hereinafter, "Director"). Under the direction of the Commission, the Director is to have general charge of, and be responsible for, the overall operations and performance of the Department. The Director is also responsible for the appointment of a chief engineer, chief financial officer, and other department heads and employees as the Commission deems necessary. The Department's mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

The Department pursues its mission through the following divisions/offices and district operations:

Audits and Investigations investigates allegations of fraud, waste, and abuse of department resources and provides internal control and audit assurance to the Department and the Commission. Audits and Investigations is also responsible for handling appeals of grievances and investigations into equal employment opportunity allegations.

Bridge produces structural designs and detailed plans for state highway bridges, including cost estimates and site-specific job provisions. The division also oversees the inspection of all state, city and county bridges as well as provides weight limits for all bridges.

Chief Counsel's Office provides legal representation and services to the Commission and the Department.

Commission Secretary's Office provides administrative support for the Commission.

Communications manages the Department's information program including media relations and employee, stakeholder and customer communications; and provides department managers with the tools and expert consultation to drive performance excellence and provide excellent customer service.

Construction and Materials administers contracts and performs material testing to ensure that projects are of high quality and completed on time and within budget. Pavement selection and geotechnical information are provided for the design of roads and bridges. The division also performs research on products and processes to implement innovations for Missouri's transportation system.

Design is responsible for the location, environmental, and cultural resource studies required for initial evaluation of proposed projects; detailed route studies, ground surveys and aerial photography; design, plan preparation and cost estimation for state transportation projects; and letting highway construction and maintenance projects. Design is also responsible for right of way acquisition, the disposal or lease of excess land, and the regulation of outdoor advertising billboards and junkyards adjacent to state highways.

Equal Opportunity and Diversity is responsible for directing the Department's Affirmative Action Program and other initiatives aimed at achieving and maintaining a diverse workforce.

External Civil Rights is responsible for directing the Department's external affirmative action, equal opportunity, and nondiscrimination programs, which includes the Disadvantaged Business Enterprise (DBE) Program, On-the-Job Training (OJT) Program, Equal Employment Opportunity, Title VI, ADA, and all other nondiscrimination or affirmative action programs related to federal-aid contracting activities.

Financial Services manages the Department's budgeting, accounting, financial reporting, and financial policy development, and is responsible for managing the Department's state and federal funding and facilitating the efficient and accountable use of fiscal resources.

General Services is responsible for supporting the Department with policy development and the effective management of fleet, facilities, inventories and procurement of equipment, commodities and services.

Governmental Relations is responsible for working with federal, state, and local officials, stakeholders, the traveling public, and department staff to advocate the Department's objectives by advancing legislative initiatives designed to develop sound public policies relating to all modes of transportation.

Human Resources is responsible for continually developing and improving human resource processes that support the Department and its employees in contributing to a quality transportation system. Responsibilities include recruiting nationally for college graduates for placement throughout the state and administering employee development programs, personnel policies, the Department's pay system, and personnel records.

Information Systems is responsible for providing and improving information and

communication services used by employees of the Department through the operation and maintenance of local and statewide data networks and telephone services. Information Systems' staff provides applications programming expertise to support the engineering, financial, operational, and general information needs of the Department.

Maintenance is responsible for maintaining state highways and bridges, including preservation, upkeep, operation and restoration of roadways, bridges, signs, traffic control equipment and all appropriate facilities so they remain safe and usable.

Motor Carrier Services administers registration, fuel tax, permit, and safety programs for Missouri's motor carrier companies.

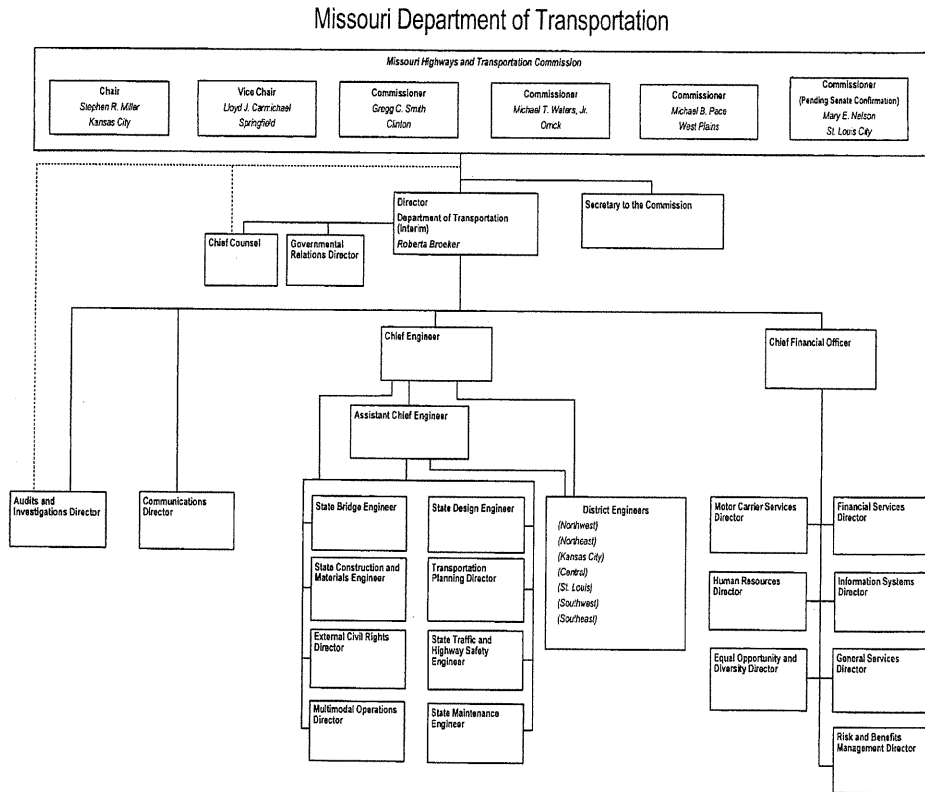
Multimodal Operations is responsible for administering state and federal programs that support and develop non-highway passenger and freight transportation, which include airports, passenger / freight rail operations, public transportation, and waterborne commerce. Major programs include capital improvements, operating support, technical assistance, safety outreach, and identifying freight efficiencies / opportunities.

Risk and Benefits Management is responsible for managing the Department's employee benefits program and for administration of the Department's self-insurance operations, including workers' compensation, fleet liability, general liability, and property damage recovery. The safety and health programs are also functions of Risk and Benefits Management.

Traffic and Highway Safety is responsible for working with safety partners to implement education, enforcement, engineering, emergency medical services, strategies and public policies that are proven effective in preventing deaths and injuries from motor vehicle crashes. The division also provides statewide coordination of traffic incident management activities, work zone management, traveler information programs, and policy to support signing, striping, traffic signal operations, lighting, and roadway access programs throughout the state.

Transportation Planning is responsible for collecting, managing, and analyzing data to provide a single source of information to support the Department's decision-making processes. In addition, it is responsible for leading the development of the long range transportation plan and the Statewide Transportation Improvement Program.

Districts: Missouri is geographically divided into seven (7) Department of Transportation districts with a district office in each district. Each district office is led by a district engineer who is responsible for supervising all activities of the Department within that particular district.



Missouri Department of Transportation

Management Salary Schedule

October 7, 2015

Title	Annual
Director, Department of Transportation	\$173,472.00
Chief Engineer	\$138,648.00
Chief Financial Officer	\$134,616.00
Chief Counsel	\$127,056.00
Assistant Chief Engineer	\$126,204.00
District Engineer-Northwest	\$103,944.00
District Engineer-Northeast	\$103,944.00
District Engineer-Kansas City	\$108,084.00
District Engineer-Central	\$103,944.00
District Engineer-St. Louis	\$110,496.00
District Engineer-Southwest	\$103,944.00
District Engineer-Southeast	\$103,944.00
State Bridge Engineer	\$103,944.00
State Design Engineer	\$103,944.00
State Maintenance Engineer	\$103,944.00
State Construction and Materials Engineer	\$108,024.00
State Traffic and Highway Safety Engineer	\$103,944.00
Information Systems Director	\$103,944.00
Human Resources Director	\$108,084.00
General Services Director	\$103,944.00
Motor Carrier Services Director	\$103,944.00
Financial Services Director	\$103,944.00
Transportation Planning Director	\$103,944.00
Multimodal Operations Director	\$103,944.00
Right of Way Director	\$99,072.00
Risk and Benefits Management Director	\$99,072.00
Audits and Investigations Director	\$99,072.00
Communications Director	\$97,128.00
Assistant Information Systems Director	\$99,072.00
Governmental Relations Director	\$92,772.00
Highway Safety Director	\$92,772.00
External Civil Rights Director	\$92,772.00
Equal Opportunity and Diversity Director	\$92,772.00
Secretary to the Commission*	\$87,092.00



GOVERNOR OF MISSOURI

JEFFERSON CITY
65102

JEREMIAH W. (JAY) NIXON
GOVERNOR

P.O. Box 720
(573) 751-3222

December 31, 2015

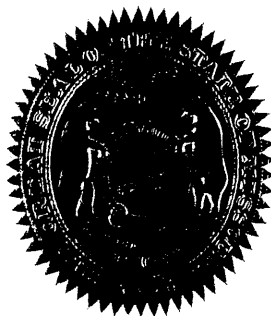
The Honorable Jason Kander
Secretary of State
Capitol Building, Room 208
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Revenue, dated
October 15, 2015, is hereby submitted in accordance with Section 1.6(2) of the Omnibus
State Reorganization Act of 1974.

Attachment

[SEAL]

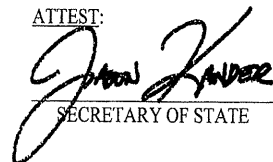


APPROVED:


GOVERNOR

12/31/15
DATE

ATTEST:


SECRETARY OF STATE

www.governor.mo.gov

JEREMIAH W. (JAY) NIXON
GOVERNOR



NIA RAY
DIRECTOR OF REVENUE

MISSOURI DEPARTMENT OF REVENUE
POST OFFICE BOX 311
JEFFERSON CITY, MISSOURI 65105-0311
PHONE: (573) 751-4450
FAX: (573) 751-7150
WEBSITE: www.dor.mo.gov
E-MAIL: dormail@dor.mo.gov

October 15, 2015

Mr. Doug Nelson, Commissioner
Office of Administration
State Capitol Building, Room 125
Jefferson City, MO 65101

Dear Mr. Nelson:

In compliance with the Omnibus State Reorganization Act of 1974, Section 1.6(2), I submit the Missouri Department of Revenue's reorganization plan for Governor Nixon's approval.

The Missouri Department of Revenue serves as the central collection agency for all state and non-state revenues. In addition to collecting taxes, the Department titles and registers vehicles, and license drivers.

The Department of Revenue has moved some of the tax credit functions transferred to the Department through Executive Order 13-02 from the Administration Division to the Taxation Division. In addition, the Department reassigned the internal audit section previously assigned to the Legal Services Division to report to the Director's Office within the Administration Division. These transfers did not significantly change our existing organization structure.

The narrative description has been updated to include these changes.

If you have any questions or need additional information, please contact me at 751-5671.

Sincerely,

A handwritten signature in dark ink, appearing to read "Nia Ray", is written over a horizontal line.

Nia Ray

NR/LB/ja

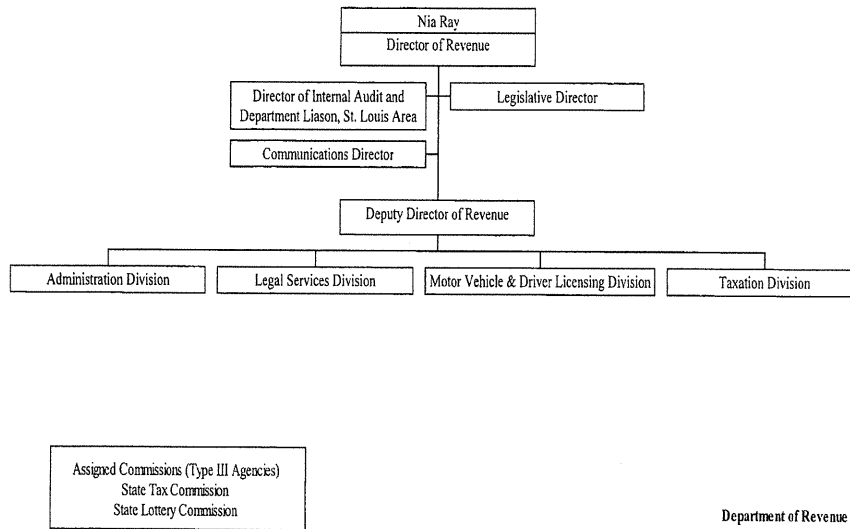
Enclosures

**Narrative Description of Missouri Department of Revenue
Organizational Structure**

The Missouri Department of Revenue was created under the 1945 Missouri Constitution to serve as the central collection agency for all state and non-state revenues. Presently, the primary duties of the Department are to collect state and local taxes, title and register motor vehicles, and license drivers. The Department consists of four divisions – Taxation, Motor Vehicle and Driver Licensing, Legal Services, and Administration.

- **Taxation.** This division administers Missouri's tax laws and collects revenue due the state and local taxing jurisdictions. It also conducts field audits of businesses required to pay taxes to the state of Missouri. The Taxation Division performs various tax credit programs' functions.
- **Motor Vehicle and Driver Licensing.** This division administers Missouri laws relating to the licensing of drivers, and the titling and registration of motor vehicles, all-terrain vehicles, trailers, manufactured homes, and marine-craft. It also directs the operations of the contract license offices throughout the state and awards offices through a competitive bid process.
- **Legal Services.** This division represents the Department in court proceedings involving state taxation and transportation laws. It also investigates complaints and develops information leading to the prosecution of individuals or businesses violating state statutes.
- **Administration.** This division provides service and administrative support to the Department in the areas of personnel, accounting, procurement, mail processing, record storage, form development, training, and special projects; it also performs internal, license office, and tax credit audits.
- **Assigned Commissions (Type III agencies)**
 - State Lottery Commission
 - State Tax Commission

Missouri Department of Revenue



Department of Revenue
November 2015

**MISSOURI DEPARTMENT OF REVENUE
EXECUTIVE PAY PLAN**

Title	Exec Level	FY16 Executive Salary Range Min (Annual)	FY16 Executive Salary Range Max (Annual)
Department Director	EX I	\$86,484.00	\$125,724.00
Deputy Department Director	EX II	\$79,296.00	\$115,068.00
Division Director	EX III	\$72,768.00	\$105,408.00
Taxation			
Division Director	EX IV	\$68,160.00	\$96,504.00
Legal Services			
Division Director	EX IV	\$68,160.00	\$96,504.00
Administration			
Division Director	EX IV	\$68,160.00	\$96,504.00
Motor Vehicle and Driver Licensing			
<u>Lottery Commission</u>			
Executive Director	EX II	\$79,296.00	\$115,068.00
<u>State Tax Commission</u>			
Commissioners*			\$106,620.00

* Note - Commissioners are not part of the Executive Pay Plan. Amount listed is actual FY16 salary.

10/14/2015

APPENDIX C — DEPARTMENTAL PLANS



GOVERNOR OF MISSOURI

JEREMIAH W. JAY NIXON
GOVERNORJEFFERSON CITY
65102P.O. Box 720
(573) 751-3222

December 31, 2015

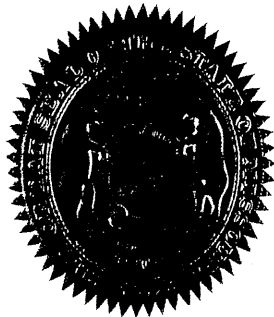
The Honorable Jason Kander
Secretary of State
Capitol Building, Room 208
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Higher Education,
dated October 19, 2015, is hereby submitted in accordance with Section 1.6(2) of the
Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]



APPROVED:

GOVERNOR12/31/15
DATE

ATTEST:

SECRETARY OF STATEwww.governor.mo.gov



October 19, 2015

Douglas E. Nelson
Commissioner
Office of Administration
State Capitol Building, Room 124
Jefferson City, MO 65102

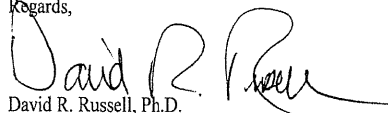
Dear Commissioner Nelson:

I am pleased to provide this update regarding the Missouri Department of Higher Education departmental plan, in accordance with the Omnibus State Reorganization Act of 1974. The update includes a revised organizational chart and updated salary information for all major positions.

The Missouri Department of Higher Education has made one change to its structure since the last update. An entry level position in our Data and Research Services Division was eliminated and the salary reallocated to the two remaining Division positions, one of which we renamed Director of Data and Research Services. The attached organization chart includes the Director of Fiscal Affairs and Operations position that was established two years ago and described in the Department's FY14 submission to OA.

Please contact me if you have any questions or need additional information.

Regards,



David R. Russell, Ph.D.
Commissioner of Higher Education

www.dhe.mo.gov • info@dhe.mo.gov
205 Jefferson Street, P. O. Box 1469, Jefferson City, MO 65102 • (573) 751-2361 • (800) 473-6757 • Fax (573) 751-6635

Missouri Department of Higher Education

The Missouri Department of Higher Education (MDHE) carries out the goals and administrative responsibilities of the Coordinating Board for Higher Education (CBHE), which coordinates the state's system of higher education. The CBHE comprises citizens from each of the state's eight congressional districts plus one at-large position.

The MDHE serves about 450,000 students through 13 public four-year campuses, 13 public two-year colleges, one public two-year technical college, 25 independent colleges and universities, and approximately 150 proprietary and private career schools.

Major Public Policy Functions

Fiscal

- Coordinate and submit a unified higher education budget request
- Oversee implementation of the Higher Education Student Funding Act (commonly referred to as "tuition stabilization")

Planning

- Develop and implement a coordinated plan for higher education
- Collect and analyze comparable data for all institutions of higher education in Missouri
- Establish and administer state and institution-specific performance funding measures
- Conduct institutional mission reviews to ensure higher education is meeting the needs of the state
- Develop policy for the CBHE
- Provide higher education data and related technical assistance for grants administration and major interagency initiatives

Academic Programs

- Review and inventory public and independent institutions' academic programs and approve public institutions' programs
- Approve off-site programs offered by public institutions
- Set competencies for first courses in major subject areas
- Develop guidelines to facilitate transfer of credits
- Promulgate rules to ensure faculty credentials and student evaluations are posted on institutional websites
- Require institutions of higher education to replicate best practices in remediating foundational skills necessary for success in higher education

Institutional Relationships

- Coordinate reciprocal agreements, which create opportunities for students to attend programs at institutions in other states for a reduced cost
- Enter and administer interstate reciprocal agreements for delivery of postsecondary distance education
- Approve establishment of residence centers
- Conduct binding dispute resolution between institutions
- Impose fines on institutions that willfully disregard CBHE policy
- Encourage cooperative agreements between public institutions that do not offer graduate degrees and those that do for purposes of offering graduate degree programs on campuses of those public institutions that do not otherwise offer graduate degrees
- Establish admission guidelines consistent with institutional missions
- Establish guidelines to help institutions with decisions relating to residence status of students
- Establish standards for the organization of community colleges

Financial Aid

- Administer grant and scholarship programs for undergraduate and graduate students
- Ensure institutional compliance with the tuition limitation provisions for returning combat veterans
- Determine eligibility for tuition and fee waivers for certain students who have been in foster care or other residential care under the Department of Social Services

State Guaranty Agency for Student Loans

- Administer Missouri Student Loan Program
- Administer the Missouri Department of Higher Education Default Prevention Grant Program
- Review, approve and pay lender insurance claims
- Recover defaulted student loans

Early Awareness

- Publish informational items to encourage and assist with degree attainment and financial literacy
- Offer free presentations to Missouri students, families and high school counselors regarding planning and paying for college
- Provide free online training to financial aid officers, students and families

Proprietary Schools

- License and oversee all for-profit schools Missouri certificate or degree granting institutions

- License and oversee some not-for-profit Missouri certificate or degree granting institutions
- License and oversee certain types of student recruitment by non-Missouri institutions
- Oversee recertification of proprietary institutions
- Administer process for complaints against institutions

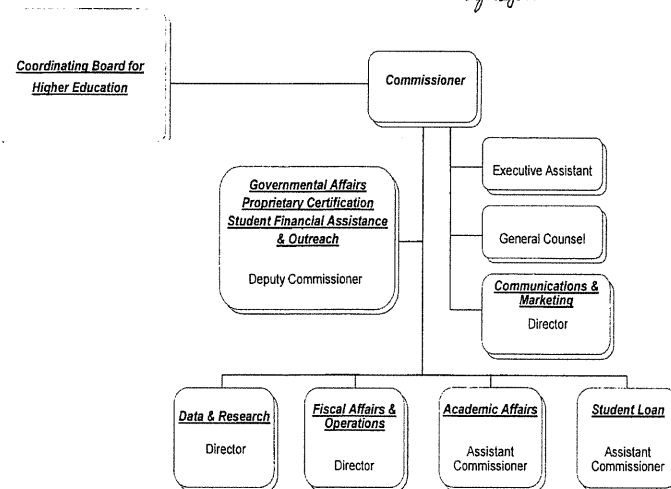
Missouri State Anatomical Board

- Composed of the heads of department of anatomy and professors and associate professors of anatomy at the educational institutions of the state of Missouri
- Controls the disposal and delivery of 'unclaimed' human bodies requiring burial at public expense and distributes them for scientific study to certain qualified schools (§§ 194.120-180 RSMo)
- Type II transfer to MDHE (§ 173.005.6 RSMo). Daily activities administered through local anatomical boards or secretaries in Columbia, Kansas City, Kirksville and St. Louis

Presidential Advisory Committee

- Consists of 32 members, who are the presidents or chancellors of the state's public four-year and two-year institutions and representatives of five accredited private institutions selected biennially under the supervision of the CBHE by presidents of all of the state's privately supported institutions, but always to include at least one representative from one privately supported community college, one privately supported four-year college and one privately supported university
- Advises the CBHE of the institutions' views on matters within the purview of the CBHE

Organizational Chart
As of August 2015



APPENDIX C — DEPARTMENTAL PLANS

Department of Higher Education
Current Salary Schedule

Title	FY2016 Salaries
Commissioner of Higher Education*	\$172,205
*Note: salary set by the Coordinating Board for Higher Education	
Deputy Commissioner – Financial Outreach and Proprietary Certification	\$92,908
Assistant Commissioner – Academic Affairs	\$79,285
Assistant Commissioner – Missouri Student Loan Program	\$79,285
Director of Data and Research Services	\$65,364
Director of Fiscal Affairs & Operations	\$71,100
Director of Communications and Marketing	\$62,664
General Counsel	\$77,000



GOVERNOR OF MISSOURI

JEREMIAH W. (JAY) NIXON
GOVERNORJEFFERSON CITY
65102P.O. Box 720
(573) 751-3222

December 31, 2015

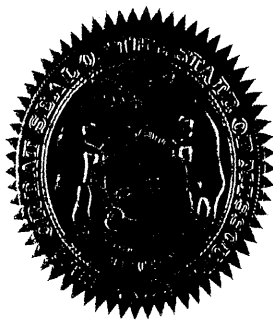
The Honorable Jason Kander
Secretary of State
Capitol Building, Room 208
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Mental Health, dated November 12, 2015, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]



APPROVED:

GOVERNOR12/31/15
DATE

ATTEST:

SECRETARY OF STATEwww.governor.mo.gov

APPENDIX C — DEPARTMENTAL PLANS

JEREMIAH W. (JAY) NIXON
GOVERNOR

MARK STRINGER
DIRECTOR



MENTAL HEALTH COMMISSION

STEVE ROLING
CHAIRPERSON
KATHY CARTER
KENNETH DOBBINS, PH.D.
MARY PATRICK SEIGFREID
DENNIS TESREAU
KARL WILSON, PH.D.

STATE OF MISSOURI
DEPARTMENT OF MENTAL HEALTH

1706 EAST ELM STREET
P.O. BOX 687
JEFFERSON CITY, MISSOURI 65102
(573) 751-4122
(573) 751-8224 FAX
www.dmh.mo.gov

November 12, 2015

Mr. Doug Nelson, Commissioner
Office of Administration
Room 125, State Capitol
Jefferson City, MO 65102

Dear Mr. Nelson:

Enclosed is the Department of Mental Health's current organizational plan and salary schedule for executive and administrative positions. The organizational changes made since last year's submission to the Secretary of State are as follows:

- Due to budgetary reasons, the Division of Developmental Disability now has five Regional Offices and six Satellite Offices.
- The Office of Comprehensive Child Mental Health, known as Children's Services and formerly under the Deputy Department Director, now reports to the Chief Medical Director – Child.
- The Office of Human Resources, formerly under the direction of the Deputy Department Director, now reports to the Department Director.
- The Office of General Counsel, formerly under the direction of the Deputy Department Director, now reports to the Department Director.
- The Office of Disaster Services, formerly under the Assistant to the Director, now reports to Legislative Affairs.

Sincerely,

Mark Stringer,
Director

Department of Mental Health

The Department of Mental Health was officially established on July 1, 1974 as a cabinet-level state agency by the Omnibus State Government Reorganization Act; however, its functions date back to 1847. The Department serves as the state's Mental Health Authority, establishing philosophy, policy, and standards of care.

State law provides three principal missions for the Department: (1) the prevention of mental disorders, developmental disabilities, substance use disorders, and compulsive gambling; (2) the treatment, habilitation, and rehabilitation of Missourians who have those conditions; and (3) the improvement of public understanding and attitudes about mental disorders, developmental disabilities, substance use disorders, and compulsive gambling.

The vision for the Missouri Department of Mental Health is "Hope, Opportunity, Community-Inclusion: Missourians receiving mental health services will have the opportunity to pursue their dreams and live their lives as valued members of their communities." Missourians must know that mental illness is treatable, that persons with substance use disorders can triumph over their addictions, and that persons with developmental disabilities can be productive citizens and good neighbors in their communities.

Mental Health Commission

The Commission, composed of seven members, appoints the Director of the Department of Mental Health with confirmation of the Senate. Commissioners are appointed to terms by the Governor, again with the confirmation of the Senate. Commissioners serve as policy advisers to the Department Director. The Commission, by law, must include an advocate of community mental health centers, a physician who is an expert in the treatment of mental illness, a physician or psychologist concerned with developmental disabilities, a member with business expertise, an advocate of substance use disorder treatment, a citizen who represents the interests of consumers of psychiatric services and a citizen who represents the interests of consumers of developmental disabilities services.

Office of the Director

The seven-member Missouri Mental Health Commission serves as the principal policy advisory body to the Department Director. The Director's duties include planning, supervising and evaluating the provision of services for Missourians with mental illness, developmental disabilities and substance use disorders. The Department of Mental Health (DMH) is comprised of two program divisions, the Division of Behavioral Health and the Division of Developmental Disabilities, and the Division of Administration, the Office of Comprehensive Child Mental Health, the Office of General Counsel, and several support offices. DMH serves approximately 170,000 Missourians annually through state-operated facilities and contracts with private organizations and individuals. The state-operated psychiatric facilities include inpatient psychiatric care for adults and children, and services provided for court appointed offenders to the Sexual Offender Rehabilitation Treatment Services unit. In addition, habilitation centers and regional centers serve individuals with developmental disabilities. Other services are purchased from a variety of privately operated programs statewide through approximately 1,300 contracts managed annually by DMH.

Deputy Director

The Office of the Deputy Director provides the leadership and direction for a variety of department-wide and statewide functions that support program operations and services to DMH consumers. These include supervisory responsibility for the department's Office of Deaf Services, Office of Constituent Services, and the Investigations Unit. The Deputy Director also leads special projects at the Department Director's discretion.

Division of Administrative Services

The Division of Administrative Services oversees the Department of Mental Health budget. In addition, the Division of Administrative Services coordinates more than \$298 million in reimbursements from Medicaid, Medicare, disproportionate share hospitals (DSH) and other third parties. The Division is responsible for processing accounts payable for Central Office, Financial Management, Reporting and Control, Budget Development and Budget Control, Central Office General Services, Fleet Management, Procurement and Contract Management, Revenue Maximization, MO HealthNet, Medicare, and other revenue billings and collections.

Division of Behavioral Health

The Division of Behavioral Health (DBH) provides comprehensive mental health and substance use disorder prevention, treatment, and recovery services in Missouri. The Division is responsible for the operation of six adult psychiatric facilities, one children's facility, one opioid treatment clinic and the oversight of a statewide network of contracted community providers. Approximately 138,000 people receive behavioral health services from programs operated by or contracted with the Division. The Division oversees seven state-operated hospitals for people with serious mental illness and children with severe emotional disturbances. All hospitals are fully accredited by The Joint Commission (TJC) and are Medicare-certified. The hospitals include Fulton State Hospital; St. Louis Psychiatric Rehabilitation Center; Metropolitan St. Louis Psychiatric Center; Hawthorn Children's Psychiatric Hospital, St. Louis; Center for Behavioral Medicine, Kansas City; Northwest Missouri Psychiatric Rehabilitation Center, St. Joseph; and Southeast Missouri Mental Health Center, Farmington.

The Sex Offender Rehabilitation and Treatment Services program operates in secure facilities in both Farmington and Fulton. Forensic services are provided for the evaluation, treatment, and community monitoring of individuals with mental illness and developmental disabilities who are involved in the criminal justice system under the order and direction of circuit courts. The Division supervises approximately 465 forensic clients on conditional release statewide and conducts an average of 440 pretrial evaluations each year.

Community-based treatment is provided through contracted, certified agencies that serve children, youth, and adults. Administrative Agents are designated by state law as entry points into the mental health system for people with serious mental illness. Services provided by these Administrative Agents and Affiliate contractors include the Community Psychiatric Rehabilitation Program (CPRP) for adults with serious mental illness and youth with serious emotional disturbances. Comprehensive Substance Treatment and Rehabilitation (CSTAR) Programs, operated by Community Mental Health Centers and other substance use treatment providers, provide general adult treatment as well as specialized services for pregnant and postpartum women, women with children, adolescents, and individuals who are addicted to heroin or prescription opiates.

Other statewide programs include the Disease Management 3700 and ADA Disease Management projects, the Health Home initiative, and the Substance Abuse Traffic Offender Program (SATOP). The Mental Health 4 (MH4) and Community Mental Health Treatment (CMHT) Program partners with the Department of Corrections to assist individuals with serious mental illnesses transition from correctional institutions into their communities and provides behavioral health services for individuals in the community supervised by Probation and Parole.

There are varieties of criminal justice specific, substance use outpatient treatment programs offered via contracted providers. Outpatient treatment for compulsive gamblers and their families is provided by contracted agencies that employ specially trained counselors. Specialized services for children and youth with severe emotional disturbances are provided in a variety of settings, including schools, state-operated facilities, and community-based programs. Recovery services support individuals in recovery from serious mental illness or severe substance use disorders. They include employment programs and affordable housing options, as well as Consumer Operated Service Programs (COSPs), and other evidence-based peer services. Substance use disorder prevention and mental health promotion are offered through community- and school-based providers that target individuals, families, and communities. Evidence-based programs and practices are provided through a network of community coalitions, a statewide training resource center, regional support centers, direct services for high risk-youth, college-based services, and school-based prevention. Statewide initiatives include suicide prevention, Crisis Intervention Team (CIT) training for law enforcement, tobacco cessation, and Mental Health First Aid.

Division of Developmental Disabilities

The Division of Developmental Disabilities (DD), established in 1974, serves persons with disabilities such as intellectual and developmental disabilities, cerebral palsy, head injuries, autism, epilepsy, and certain learning disabilities. Such conditions must have occurred before age 22 with the expectation that they will continue. To be eligible for services from the Division, persons with these disabilities must have substantial functional limitations in two or more of the following six areas of major life activities: self-care, receptive and expressive language development and use, learning, self-direction, capacity for independent living or economic self-sufficiency, and mobility. The Division's focus is on improving the lives of persons with developmental disabilities and their families through programs, supports, and services to enable persons with developmental disabilities to live independently and productively.

In 1988, the Division began participation in the Medicaid home and community-based waiver program designed to help expand needed services throughout the state. Specialized services are either provided directly or purchased through contracts by entities operated by the division. The Division is responsible for the operation of 11 offices. The five regional offices and six satellite offices are primary points of entry into and exit from the system. Staff at these offices determine eligibility; provide or contract for support coordination; work with individuals and their families to identify services or supports which are needed; and develop and support the contract providers who deliver the majority of the services in an individual's plan.

As a part of the services for persons with disabilities, the Division operates five habilitation centers, Bellefontaine Habilitation Center, St. Louis; Higginsville Habilitation Center; Marshall Habilitation Center; St. Louis Developmental Disabilities Treatment Center; and Southeast Missouri Residential Services, Sikeston and Poplar Bluff. These facilities primarily provide residential care and habilitation services to persons who are medically and behaviorally challenged, or court committed. All habilitation centers are Title XIX certified as Intermediate Care Facilities for the intellectually and developmentally disabled. In addition, the Division operates MO HealthNet Waiver Individualized Supported Living (ISL) and group homes to support persons served through Northwest Community Services, Marshall; Southwest Community Services, Nevada; and Southeast Missouri Community Services, Sikeston and Poplar Bluff.

Assigned Boards and Commissions

The **Commission on Autism Spectrum Disorders** was established in August 2009 per RSMo 633.200. The Commission is housed within the Department of Mental Health (with direct oversight from the Division of Developmental Disabilities). The Commission shall advise and make recommendations to the Governor, General Assembly, and relevant state agencies regarding matters concerning all state levels of autism spectrum disorder services, including health care, education, and other adult and adolescent services.

The Commission is comprised of 24 members and shall consist of a broad representation of Missouri citizens, both urban and rural, who are concerned with the health and quality of life for individuals with autism spectrum disorder. The members of the Commission, other than the members from the General Assembly and ex-officio members, are appointed by the Governor with the advice and consent of the Senate.

The **Missouri Developmental Disabilities Council** was created in 1971 under federal legislation. The Council's federal mandate is to plan, advocate for, and give advice concerning programs and services for persons with developmental disabilities that will increase their opportunities for independence, productivity, and integration into communities. The Council also serves, under Missouri statute, as the Missouri Advisory Council on Intellectual and Developmental Disabilities, providing advice to the Division and its Director. The council consists of up to 25 members who are appointed by the Governor.

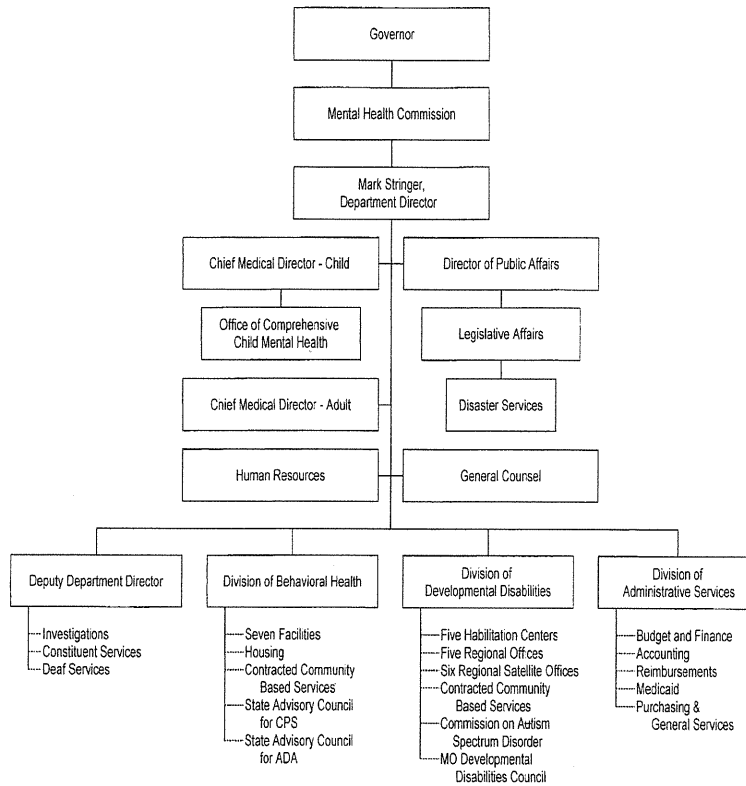
The **Missouri Advisory Council on Alcohol and Drug Abuse** was established in state statute in 1980 to serve as an advisory body on substance use disorder policy, prevention, and treatment activities in the state of Missouri. The council is comprised of up to 25 members. Members have professional, research, and/or personal interest in the delivery of substance use disorder prevention, treatment, and recovery services.

The **State Advisory Council for Comprehensive Psychiatric Services** was established in 1977 by Governor's executive order. The council is comprised of up to 25 members who advise and make recommendations to improve the system of care in mental health. Through public education and advocacy efforts, consumers and family members have become an integral part of defining priorities for the division on issues surrounding housing, employment, recovery-oriented community services, crisis intervention, and children's system of care.

The Council membership is required by federal law to have a majority of mental health consumers, including parents of children receiving services and family members. In addition, representation is required from the following state agencies: Social Services, Medicaid, Corrections, Vocational Rehabilitation, Education, Housing and Mental Health. The remainder of the council is made up of private and state-contracted providers, Missouri Protection and Advocacy, and other advocacy groups.

DEPARTMENT OF MENTAL HEALTH

November 2015



Revised 11/9/2015

FY 2016
Salary Range

<u>DEPARTMENT OF MENTAL HEALTH</u>		<u>EXECUTIVE PAY PLAN</u>	
		Minimum	Maximum
Department Director (Non-Physician)*:	I	\$86,484.00	\$125,724.00
Deputy Department Director:	II	\$79,296.00	\$115,068.00
Chief Medical Director - (Board Certified Psychiatrist) **:			\$136,350.00
Director, Division of Behavioral Health***:			\$112,000.00
Director, Division of Developmental Disabilities***:			\$112,000.00
Director, Division of Administrative Services***:			\$112,000.00
Deputy Director for Human Resources:	IV	\$68,160.00	\$96,504.00

*State Mental Health Commission sets salary.

**Actual Salary – Currently over the Executive Level III range due to the employees being board certified Psychiatrists. An exception to the current executive pay plan assignment was recommended by the Personnel Advisory Board and approved by the Commissioner of Administration. The salary range for Executive Level III remains in effect when the incumbents are not board certified Psychiatrists.

***Amounts listed are the actual salary as of July 1, 2015.



GOVERNOR OF MISSOURI

JEREMIAH W. (JAY) NIXON
GOVERNORJEFFERSON CITY
65102P.O. Box 720
(573) 751-3222

December 31, 2015

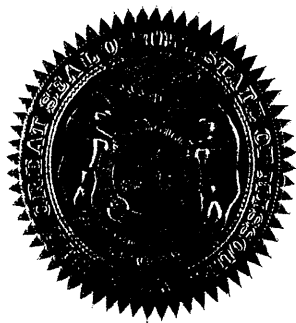
The Honorable Jason Kander
Secretary of State
Capitol Building, Room 208
Jefferson City, Missouri 65101

Dear Secretary Kander:

The attached revised departmental plan for the Department of Public Safety, dated November 15, 2015, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

[SEAL]

APPROVED:
GOVERNOR12/31/15
DATEATTEST:
SECRETARY OF STATEwww.governor.mo.gov

JEREMIAH W. (JAY) NIXON
Governor

LANE J. ROBERTS
Director



Lewis and Clark Office Building
Mailing Address: P.O. Box 749
Jefferson City, MO 65102-0749
Telephone: 573-751-4905
FAX: 573-751-5399
Internet Address:
<http://www.dps.mo.gov>

STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

November 15, 2015

Doug Nelson
Commissioner of Administration
State Capitol Building, Room 125
P.O. Box 809
Jefferson City, MO 65102

Dear Commissioner Nelson:


In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval the attached revised organizational plan for the Department of Public Safety, along with the revised organizational chart and the salary schedule for the administrators of the Department and its divisions.

The plan has been updated to reflect the following changes:

- 1) The Peace Officer Standards & Training program in the Office of the Director has acquired additional duties from Senate Bill 852 (2014) to license Corporate Security Officers (Chapter 590, RSMo);
- 2) The Crime Victims Compensation Unit in the Office of the Director has acquired additional duties from Senate Bill 852 (2014) to pay for physically-abused children's forensic exams (Chapter 595, RSMo); and
- 3) In the Department of Public Safety's appropriation bill (House Bill 8 for Fiscal Year 2016), new programs were created for funding non-profit agencies for the expenditures of the spouse and children of emergency service personnel killed in the line of duty (Crimes Victim Compensation) and funding a non-profit, pilot alternative school program (Juvenile Justice section). Both of these programs will reside in the Office of the Director.

If you have any questions pertaining to the attached information or if additional information is needed, do not hesitate to contact me at (573) 751-5432.

Sincerely,

A handwritten signature in black ink, appearing to read "Lane J. Roberts", with a long horizontal flourish extending to the right.

Lane J. Roberts
Director

MISSOURI DEPARTMENT OF PUBLIC SAFETY
DEPARTMENTAL PLAN

NOVEMBER 2015

MISSION

Established in 1974, the Department of Public Safety is responsible for coordinating statewide law enforcement and criminal justice efforts for the purpose of ensuring a safe environment for Missouri citizens. The Department's statutory mission (Section 650.005, RSMo) is "to provide overall coordination in the state's public safety and law enforcement program, to provide channels of coordination with local and federal agencies in regard to public safety, law enforcement and with all correctional and judicial agencies in regard to matters pertaining to its responsibilities as they may interrelate with the other agencies or offices of state, local, or federal governments".

INTERNAL ORGANIZATION

The Director of Public Safety is appointed to this cabinet-level position by the Governor, with the advice and consent of the Senate. The director is responsible for developing public safety programs, peace officer training and certification, and providing legislative guidance on criminal justice issues. Additionally, the director is responsible for overseeing distribution of state and federal funds in contracts for narcotics control, victim's assistance, crime prevention, and juvenile justice.

The Director of Public Safety is the Homeland Security Advisor to the Governor and is responsible for all homeland security initiatives and grants, which includes overseeing disbursement procedures. The director is the liaison between the Federal Homeland Security Department and state and local agencies.

There are eight divisions and the Office of the Director.

Office of the Director

As the department's central management unit, the Director's Office coordinates departmental budget, personnel, legislative matters and related financial and administrative activities. The Deputy Director assists the Director with department administration and acts on his behalf in the Director's absence. Other Director's Office personnel include: the General Counsel, who advises the Director and assists the divisions with legal and legislative matters; the Director of Administration, who works with fiscal, program, and legislative issues; the Director of Communications, who coordinates public information releases with all divisions and the Director's Office; the Homeland Security Coordinator, who interacts with federal, state, and local agencies to implement homeland security initiatives; and the Chief Interoperability Officer, who is responsible for developing and overseeing the state's interoperable communications strategy.

The Director's Office is also responsible for the administration of specific programs conferred upon it by the Legislature or Governor. These programs are:

*Administration of the Office for Victims of Crime, which assists victim advocates and public agencies with policies and resources to enhance and expand victims' rights and services in Missouri; informs the public, professionals, and policy makers about crime victim's issues; educates, trains and provides technical assistance to professionals assisting victims of crime; and provides training on Missouri Victim Automated Notification System (MoVANS).

*Administration of the Crime Victims' Compensation Fund, a statutorily-created fund that provides reimbursement to victims for out-of-pocket medical expenses incurred as a result of a crime.

*The Crime Victims Compensation Program is also responsible for payments to providers of Sexual Assault Forensic Exams (SAFE) and Forensic Exams for Physically-abused Children.

*Administration of federal Juvenile Justice and Delinquency Prevention Act (JJDP) funds, Delinquency and Youth Violence Prevention (Title V) funds, and Juvenile Accountability Incentive Block Grant (JAIBG) funds from the U.S. Department of Justice for projects to improve juvenile justice in Missouri and provide staff support for the state Juvenile Justice Advisory Group (JJAG).

*Administration of federal Justice Assistance Grant (JAG) funds from the U.S. Department of Justice for projects to assist local law enforcement agencies in crime and violence control, in addition to the state funding for multi-jurisdictional task forces.

*Administration of the Paul Coverdell National Forensic Sciences Improvement Act (NFSIA) grant funds from the United States National Institute of Justice to fund crime laboratories and medical examiner's offices.

*Administration of federal Victims of Crime Act (VOCA); federal STOP Violence Against Women Act (VAWA); and State Services to Victims Fund (SSVF); which provide funds to local service providers, law enforcement agencies, prosecutors, and other public and private nonprofit agencies to assist crime victims in Missouri.

*Administration of the Peace Officer Standards and Training (POST) Program which deals with the certification of peace officers who have received training specified by Chapter 590, RSMo, as well as the licensing for Corporate Security Officers and provide staff support for the Peace Officer Standards and Training (POST) Commission.

*Administration of the Missouri Crime Prevention Information Center as specified in Section 589.300 to 589.310, RSMo.

*Administration of the Law Enforcement Equipment Program (LEEP) as provided through appropriations.

*Administration of excess military surplus property distributed to state and local law enforcement agencies to be used in counter-narcotics operations through the U.S. Department of Defense (DOD) Logistical Support Program.

*Administration of the Missouri Crime Laboratory Upgrade Program, which includes the disbursement of state funds to aid in the operation of state crime labs as specified in Chapter 595, RSMo, subject to appropriations.

*Administration of the State Cyber Crime Grant Program, which provides funding to law enforcement agencies and cyber crime task forces for training and salaries of detectives and computer forensic personnel whose focus is investigating internet sex crimes against children.

*Administration pilot, alternative school program funded through the Juvenile Justice section.

*Administration of the funding of the Fallen Program for non-profit agencies to reimburse the expenditures of the spouse and children of emergency service personnel killed in the line of duty.

State Highway Patrol

The State Highway Patrol is headed by a Superintendent appointed by the Governor with the advice and consent of the Senate. The Superintendent is directly responsible to the Director of Public Safety. The Patrol is responsible not only for law enforcement on the state's highways and waterways, but also motor vehicle and commercial vehicle inspections as well as vessels, driver's license examinations, criminal investigations, criminal laboratory analysis and research, Governor's security, and public education on safety issues.

Additional information regarding the authority, functions and responsibilities of the Highway Patrol may be found in Chapter 43, RSMo, Chapter 306, RSMo, and others.

Division of Fire Safety

The Division of Fire Safety is headed by the State Fire Marshal who is appointed by the Governor with the advice and consent of the Senate. The Fire Marshal is directly responsible to the Director of Public Safety. The Division is charged with the oversight and enforcement of various programs to maintain the safety and well-being of the general public. Responsibilities include providing fire safety standards and inspections for specific state-licensed or certified care facilities; providing fire origin and cause investigative assistance to local authorities relating to suspicious fires and explosions as provided by law; regulating the use and sales of fireworks and licensing qualified fireworks operators (shooters); training and certification of fire fighters and emergency response personnel; regulating the sale of reduced ignition propensity cigarettes in the State of Missouri; and coordinating requests for statewide mutual aid (all as specified in Chapter 320, RSMo); regulating the licensing of blasters and persons using explosives (Chapter 319, RSMo); inspecting and licensing of nonexempt boilers and pressure vessels (Chapter 650, RSMo); inspecting and issuance of operating permits for elevator-related equipment (Chapter 701, RSMo); inspecting and issuance of operating permits for amusement rides operating in the State of Missouri (Chapter 316, RSMo); and enforcing the provisions of Ethan's Law (Section 316.250, RSMo) regulating for-profit swimming pools.

Capitol Police

The Capitol Police is headed by a Police Chief selected by, and directly responsible to, the Director of Public Safety. This agency is responsible for maintaining the security and traffic control for designated state-owned buildings and the grounds thereof at the seat of government and such buildings and grounds within the county that contains the seat of government.

Additional information regarding the authority, functions, and responsibilities of the Capitol Police may be found in Chapter 8, RSMo.

Division of Alcohol and Tobacco Control

The Division of Alcohol and Tobacco Control is headed by a Supervisor nominated by the Department of Public Safety and appointed by the Governor with the advice and consent of the Senate. The Supervisor is directly responsible to the Director of Public Safety. The division has responsibilities for enforcement of liquor control laws, issuance of state liquor licenses, collection of excise taxes and license fees, and educational programs for the alcohol beverage industry and the general public, as specified in Chapter 311, RSMo, and rules and regulations promulgated by the Supervisor. The division is also responsible for the enforcement of tobacco laws as specified in Sections 407.924 to 407.934, RSMo.

Adjutant General

The Adjutant General and the state militia are assigned to the Department of Public Safety. The Adjutant General is appointed by the Governor with the advice and consent of the Senate. As provided for under the National Defense Act, the Adjutant General is the head of the Missouri National Guard, both Army and Air, which have a dual missions. The state mission is to provide military organizations the training and equipment to function when necessary in the protection of lives and property, and in the preservation of peace, order, and the public safety when ordered to state emergency duty by the Governor. As reserve components of the Army and Air Force of the United States, the federal mission is to provide trained and qualified individuals available for federal service in time of war or national emergency, or at such other times as the national security may require augmentation of the United States Armed Forces.

The Adjutant General's Office, under Section 41.170, RSMo, is charged with compiling, maintaining, preserving and safekeeping of individual military service records for all Missourians who have served in the armed forces of the state and nation.

The Office of Air Search and Rescue is created within the Office of Adjutant General under Section 41.960, RSMo. The duly appointed commanding officer of the Civil Air Patrol, Missouri Wing, shall be ex officio head of the office. This office may cooperate or contract with any department or agency of the state of Missouri, United States government, or with any public or private hospital, for the purposes of providing communications, rescue work, mercy missions, aerial observations, or other functions within the scope of the activity of the air search and rescue.

Duties of the Adjutant General are as specified in Chapter 41, RSMo.

State Emergency Management Agency

The State Emergency Management Agency (SEMA) is headed by a Director that is appointed by and responsible to the Director of Public Safety. The agency is responsible for coordinating all federal assistance that may be made available to the state by Federal Emergency Management Agency (FEMA). SEMA is responsible for a statewide emergency operations plan that directs the actions of state level departments and agencies in the event of an emergency situation requiring action by the state of Missouri, including the operation of the State Emergency Operations Center from which all activity is organized. The agency also coordinates the planning necessary to respond to potential incidents at nuclear power stations.

The agency provides technical, clerical, and fiscal support to the Missouri Seismic Safety Commission and the Missouri Emergency Response Commission. SEMA is the coordinating entity for floodplain management programs throughout the state. The agency coordinates preparedness relating to terrorism, natural disasters and pandemics with local public health departments and emergency response agencies.

SEMA is organized into the areas of Preparedness, Response and Recovery/Finance.

Additional information regarding the authority, functions, and responsibilities of this agency may be found in Chapter 44, RSMo.

Veterans Commission

The commission shall be composed of nine members. Two members shall be from the Senate and two members shall be from the House of Representatives. Five members shall be veterans appointed by the Governor, with the advice and consent of the Senate. In addition, the chair of the Missouri Military Preparedness and Enhancement Commission, or the chair's designee, shall be an ex officio member of the commission.

The Commission appoints an Executive Director who implements Commission policies and is responsible for statewide management of Veterans programs. Three major programs comprise the Commission's efforts on behalf of Missouri Veterans. The Veterans Commission provides assistance to Veterans, their dependents, or survivors, through a statewide network of Veterans' services regarding federal or state benefits earned by virtue of honorable service in the military forces of the United States.

The Commission operates Missouri Veterans Homes in St. James, Mt. Vernon, Mexico, Cape Girardeau, St. Louis, Cameron, and Warrensburg, which provide skilled nursing home care for Missouri Veterans who are unable to support or adequately care for themselves. In addition, the Commission was given authority in 1996 to establish a state Veterans cemetery system. The State Veterans Cemeteries are located in Higginsville, Springfield, Jacksonville, Bloomfield and Fort Leonard Wood.

The Veterans Service Office Grant Program is currently assisting seven Veterans Service Organizations in operation of programs aiding Missouri's Veterans.

Additional information regarding the authority, functions and responsibilities of this Commission may be found in Chapter 42, RSMo.

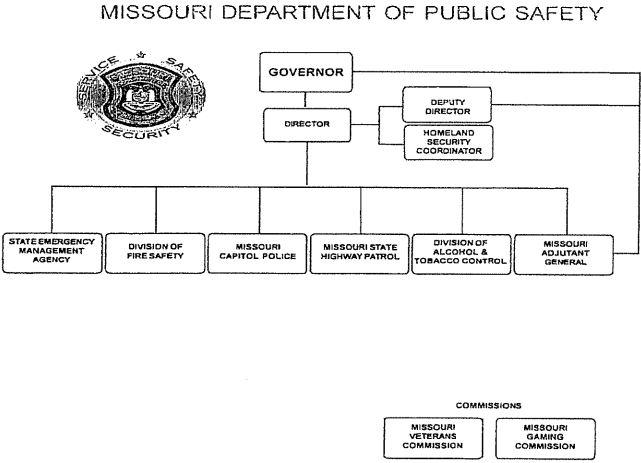
Gaming Commission

The Gaming Commission is composed of five members who are appointed by the Governor, with the advice and consent of the Senate. The Commission in turn appoints an Executive Director who implements Commission policies and is responsible for the licensing and regulation of excursion gambling boats and the lawful operation of the game of bingo. Within the Commission are the Division of Gaming and the Division of Bingo. In 1995, the legislature delegated the authority for regulating horse racing. However, to date no one has requested a license.

Additional information regarding the authority, functions and responsibilities of this Commission may be found in Chapter 313, RSMo.

Department of Public Safety
Boards/Commissions Assigned

Criminal Records & Justice Information Advisory Committee	Section 43.518, RSMo
Amber Alert Systems Oversight Committee	Section 210.1014, RSMo
Missouri Medal of Valor Review Board	Section 650.457, RSMo
Elevator Safety Board	Section 701.353.1, RSMo
Cyber Crime Investigation Fund Panel	Section 650.120.3, RSMo
Wireless Service Provider Enhanced 911 Advisory Board	Section 190.410, RS Mo
Missouri Emergency Response Commission	Section 292.602, RSMo
Crime Laboratory Review Commission	Section 650.059, RSMo
MO Homeland Security Advisory Council	Executive Order 06-09 & 05-20
Statewide Interoperability Executive Committee	Executive Order 06-23
Missouri Law Enforcement Memorial Foundation	Non-for-Profit Corp.
Missouri Gaming Commission	Section 315.805, RSMo
Missouri Horse Racing Commission	Section 313.510, RSMo
Missouri Veterans Commission	Section 42.007, RSMo
Amusement Ride Safety	Section 316.200, RSMo
Elevator Safety Board	Section 701.350, RSMo
Fire Safety Education/Advisory Commission	Section 320.200, RSMo
Board of Boiler and Pressure Vessel Rules	Section 650.200, RSMo
State Blasting Safety Board	Section 319.300, RSMo
Seismic Safety Commission	Section 44.227, RSMo
Missouri Military Council	Section 41.220, RSMo
Juvenile Justice Advisory Group	Authorized 42 U.S.C. 5633(a)
Missouri Military Preparedness Enhancement Commission	Section 41.1010, RSMo



November, 2015

JEREMIAH W. (JAY) NIXON
Governor

LANE J. ROBERTS
Director



Lewis and Clark Office Building
Mailing Address: P.O. Box 749
Jefferson City, MO 65102-0749
Telephone: 573-751-4905
FAX: 573-751-5399
Internet Address:
<http://www.dps.mo.gov>

STATE OF MISSOURI
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR

Department of Public Safety		FY 2016 Salary Range	
Exec Level		Low	High
I	Department Director	\$86,484	\$125,724
	Deputy Department Director*		\$111,624
	Superintendent, Missouri State Highway Patrol*		\$118,800
III	Executive Director, Missouri Veterans Commission	\$72,768	\$105,408
II	Executive Director, Missouri Gaming Commission	\$79,296	\$115,068
IV	Fire Marshal, Missouri Division of Fire Safety	\$68,160	\$96,504
	Chief, Missouri Capitol Police*		\$63,432
IV	State Supervisor, Missouri Division of Alcohol & Tobacco Control	\$68,160	\$96,504
III	Adjutant General, Office of the Adjutant General, Missouri National Guard	\$72,768	\$105,408
	Director, State Emergency Management Agency*		\$98,483

*NOTE – figures provided for these positions are actual salaries as of October 1, 2015

APPENDIX C — DEPARTMENTAL PLANS



GOVERNOR OF MISSOURI

JEFFERSON CITY
65102JEREMIAH W. JAY NIXON
GOVERNORP.O. Box 720
(573) 751-3222

December 31, 2015

The Honorable Jason Kander
Secretary of State
Capitol Building, Room 208
Jefferson City, Missouri 65101

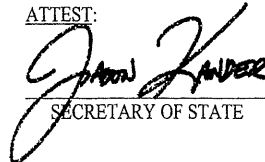
Dear Secretary Kander:

The attached revised departmental plan for the Department of Health and Senior Services, dated October 27, 2015, is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment

APPROVED:
GOVERNOR

[SEAL]

12/31/15
DATEATTEST:
SECRETARY OF STATEwww.governor.mo.gov



Missouri Department of Health and Senior Services

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2466

Peter Lyskowski
Acting Director



Jeremiah W. (Jay) Nixon
Governor

October 27, 2015

Douglas E. Nelson, Commissioner
Office of Administration
State Capitol Building, Room 125
Jefferson City, MO 65101

Dear Commissioner Nelson:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached update to the Department of Health and Senior Services departmental plan. Revisions to the plan include changes within the Division of Senior and Disability Services:

- The Central Registry Unit was renamed the Bureau of Central Registry and Home and Community Based Services Call Center.
- Two units within the Bureau of Home and Community Services were established as separate bureaus – the Bureau of Program Integrity and the Bureau of Systems and Staff Development. This should result in increased effectiveness and efficiency.

The above-listed changes will not result in any additional costs to the state. The updated department plan, organizational chart and executive salary schedule are enclosed for your approval.

Sincerely,

Peter Lyskowski
Acting Director

PL:BF:KB

Enclosures

www.health.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

Department of Health and Senior Services

2015 Department Plan

The Department of Health and Senior Services was created by the passage of House Bill 603 in May 2001. The bill transferred the roles and responsibilities of the Division of Aging in the Department of Social Services to the Department of Health, creating the Department of Health and Senior Services. The Department of Health and Senior Services is committed to:

- increasing commitment to and investment in public health;
- improving health and health care delivery;
- ensuring that Missourians are healthy and safe; and
- operating department programs efficiently and effectively.

The **State Board of Health** and **State Board of Senior Services** serve as advisory bodies for activities of the Department of Health and Senior Services. These boards advise the department director in planning for and operating the department, and act in an advisory capacity regarding rules promulgated by the department. Both boards consist of seven members appointed by the Governor with the advice and consent of the Missouri Senate.

Departmental Support Services is responsible for management of the department and administration of its programs and services. It provides a variety of support services for the department, and includes the following units:

- Division of Administration;
- Office of General Counsel;
- Office of Governmental Policy and Legislation;
- Office of Human Resources;
- Office of Public Information;
- Office of Performance Management;
- Office on Women's Health;
- Office of Primary Care and Rural Health;
- Office of Minority Health; and
- State Public Health Laboratory.

The **Division of Community and Public Health** is tasked with overseeing the health and welfare of Missourians. Division responsibilities include preventing and controlling the spread of infectious disease; assuring access to healthy environments in homes, child care centers, schools, restaurants, and lodging facilities; coordinating public health emergency preparedness efforts; preventing and reducing the rates of chronic disease; reducing the spread of sexually transmitted disease; improving maternal and child health; and increasing access to food and nutrition resources and promoting healthy living. The division is also the principal unit responsible for the issuance of certified vital records (death, birth and marriage); and the collection, analysis, storage and dissemination of health data. Programs under this division include:

- Center for Local Public Health Services;
- Office of Emergency Coordination;
- Office of Financial and Budget Services;
- Section for Disease Prevention;
- Section for Environmental Public Health;

- Section of Epidemiology for Public Health Practice;
- Section for Healthy Families and Youth;
- Section for Community Health and Chronic Disease Prevention; and
- Section for Special Health Services.

The **Division of Senior and Disability Services** serves as the designated State Unit on Aging, working in partnership with the ten Area Agencies on Aging. It investigates allegations of elder abuse and administers programs designed to maximize independence and safety for adults who are at risk of abuse, neglect and financial exploitation or have long-term care needs that can be safely met in the community. Programs under this division include:

- Bureau of Senior Programs;
- Bureau of Central Registry Unit and Home and Community Based Services Call Center;
- Office of Long Term Care Ombudsman;
- Bureau of Home and Community Services;
- Bureau of Program Integrity; and
- Bureau of Systems and Staff Development.

The **Division of Regulation and Licensure** ensures the quality of a variety of entities including child care facilities; hospitals and ambulatory surgical centers; medical and industrial sources of radiation; home health and hospice providers; long-term care facilities including residential care, assisted living facilities, intermediate care and skilled nursing facilities; emergency medical services; and pharmacies and persons authorized to prescribe or dispense controlled substances. Programs under this division include:

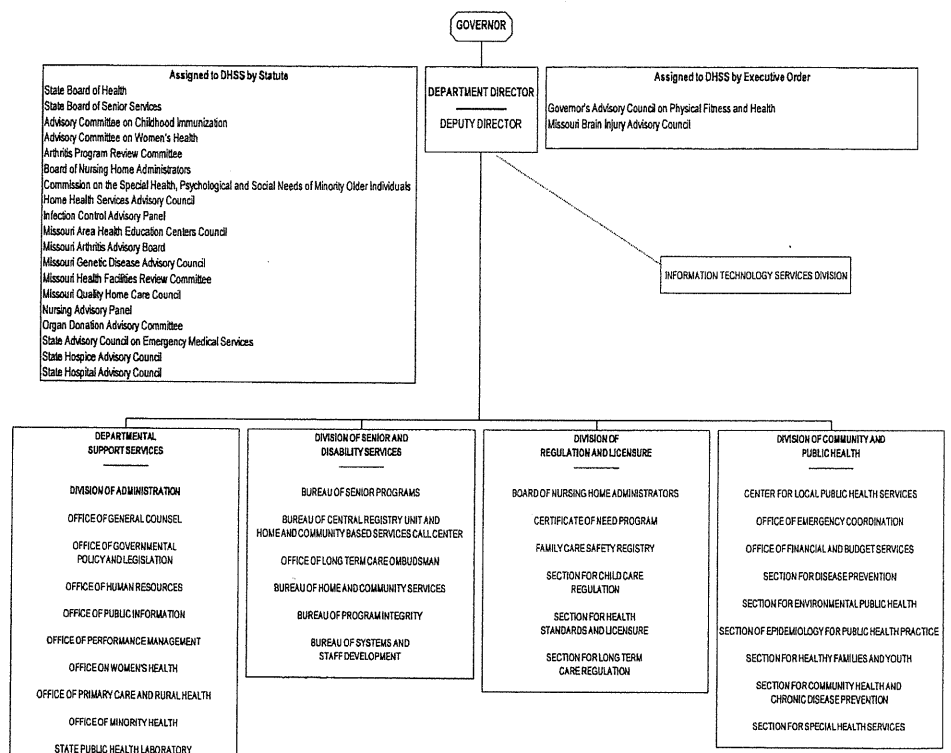
- Board of Nursing Home Administrators;
- Certificate of Need Program;
- Family Care Safety Registry;
- Section for Child Care Regulation;
- Section for Health Standards and Licensure; and
- Section for Long Term Care Regulation.

The following **Boards and Commissions** are assigned to the Department of Health and Senior Services by statute or executive order:

- State Board of Health;
- State Board of Senior Services;
- Advisory Committee on Childhood Immunization;
- Advisory Committee on Women's Health;
- Arthritis Program Review Committee;
- Board of Nursing Home Administrators;
- Commission on the Special Health, Psychological and Social Needs of Minority Older Individuals;
- Governor's Advisory Council on Physical Fitness and Health;
- Home Health Services Advisory Council;
- Infection Control Advisory Panel;
- Missouri Area Health Education Centers Council;
- Missouri Arthritis Advisory Board;
- Missouri Brain Injury Advisory Council;
- Missouri Genetic Disease Advisory Council;

- Missouri Health Facilities Review Committee;
- Missouri Quality Home Care Council;
- Nursing Advisory Panel;
- Organ Donation Advisory Committee;
- State Advisory Council on Emergency Medical Services;
- State Hospice Advisory Council; and
- State Hospital Advisory Council.

Department of Health and Senior Services



11.04/15

DEPARTMENT OF HEALTH AND SENIOR SERVICES
EXECUTIVE SALARY SCHEDULE

Exec. Level	Range	Salary Range		Title
		Minimum	Maximum	
I	44	\$86,484	\$125,724	Department Director
II	42	\$79,296	\$115,068	Deputy Department Director
III	40	\$72,768	\$105,408	Director, Division of Community and Public Health
III	40	\$72,768	\$105,408	Director, Division of Senior and Disability Services
III	40	\$72,768	\$105,408	Director, Division of Regulation and Licensure
IV	38	\$68,160	\$96,504	Director, Division of Administration
VI	31	\$49,128	\$71,208	Director, Certificate of Need
VI	31	\$49,128	\$71,208	Director, Board of Nursing Home Administrators